



UNIVERSITY OF SARGODHA, SARGODHA

Advertisement No. 05/2018

SITUATIONS VACANT

Applications for the following positions on Regular Basis are invited from Pakistani Nationals on the prescribed form, which can be downloaded from University website: www.uos.edu.pk:

NON-TEACHING POSTS

Sr. #	Name of Post	Basic Pay Scale	Number / Nature of Post Campus / Reserve Quota		Eligibility Criteria
			Bhakkar Campus	Mianwali Campus	
1.	Assistant Engineer (Civil)	17	01	01	Age: 30 B.Sc Engg. in relevant field, practical experience of having handled Buildings and Roads, Water supply and sewerage projects in a National or International Organization.
2.	Assistant Controller of Examinations	17	01		Age: 21-30 Graduate of recognized University, preference shall be given to high academic attainments combined with office experience.
3.	Assistant Treasurer	17	01		Age: 21-30 Graduate of recognized University, preference shall be given to high academic attainments combined with office experience.
4.	Admin Officer	17	02	03	Age: 25-40 Graduation (2 nd Div.) from a recognized University with at least 10 years' experience in office administration/Accounts
5.	Assistant Librarian	17	01	01	Age: 30 First class master degree in Library Science.
6.	Network Administrator	17		01	Age: 21-30 BCS (at least C-Grade) Or equivalent with 03 years' experience in Networking. Qualification CCNA will be preferred.
7.	Estate Officer	16	01	01	Age: 25-40 An ex-service man not below the rank of Subedar Major with experience in the relevant field OR Graduate (2 nd Division) from a recognized University and 10 years relevant experience
8.	Library Assistant	16	01	01	Age: 21-30 Master in Library Science (2 nd Div.) OR Bachelor in Library Science (2 nd Div.) with 10 years relevant experience.
9.	Assistant	16	05	02	Age: 18-30 Graduate (2 nd Division) from a recognized University, preference will be given to those who have knowledge of word processing and typing with five years' experience.
10.	Store Keeper	14	02		Age: 21-35 Graduate (2 nd Division) from a recognized University with 05 years' experience of store keeping OR F.A/F.Sc. (2 nd Division) with 10 years' experience of storekeeping.
11.	Senior Clerk	14	04	03	Age: 25-35 (a) Intermediate with 5 years' experience as Junior Clerk, Computer knowledge will be preferred. (b) Graduate with 02 years of experience.
12.	Sub Engineer	11	02 (01-Civil, 01-Electrical)	02 (01-Civil, 01-Electrical)	Age: 20-35 • DAE in relevant Technology from a recognized University/ College. • with 05 years' experience in the relevant field.
13.	Junior Clerk	11	12-Open merit 01-Women quota 01-Minority quota	07-Open merit 01-Women quota	Age: 18-30 (a) Higher Secondary School Certificate (2 nd Division); (b) Typing speed in English of 35 w.p.m on computer. (c) Proficient in Microsoft Office or any other compatible application and he shall demonstrate such proficiency.
14.	Electrician	8	02	01	Age: 18-30 Middle with certificate in Electrical Technology (from a recognized institution) with 3 years' experience in the relevant field.
15.	Lab. Assistant	7	05		Age: 18-30 F.Sc. or equivalent, with command of relevant skills.
16.	Plumber	6	02	01	Age: 21-35 Middle, Skilled worker with 3 years' experience in the relevant field.
17.	Driver / Tractor Driver	5	08	04	Age: 21-30 (a) Middle (b) A valid H.T.V/P.S.V License for Bus Driver and a valid Tractor Driving license for Tractor Driver (c) 5-Years' experience
18.	Carpenter	5	01	01	Age: 18-30 Middle, skilled worker, with relevant experience.
19.	Generator Operator	5	01	01	Age: 18-30 Middle, Skilled worker with 3 years' experience in the relevant field.

20.	Photocopy Operator	5	01		Age: 18-30 (a) Secondary School Exam. (2 nd Div.) (b) 3-years relevant experience.
21.	Tubewell Operator	5	01		Age: 18-30 Middle, Skilled worker with 3 years' experience in the relevant field.
22.	Lab. Attendant	4	06	02	Age: 18-30 Matric with Science
23.	Library Attendant	2	01	01	Age: 18-30 Matric
24.	Bus Conductor	1	02	02	Age: 18-30 Middle School qualification
25.	Electrician Helper	1	01		Age: 18-30 Skilled worker.
26.	Mali / Baildar	1	10	08	Age: 18-30 • Literate • Preference will be given to those who have relevant experience
27.	Naib Qasid	1	10-Open merit 01-Women quota 01-Minority quota	16-Open merit 01-Women quota 01-Minority quota	Age: 18-30 Middle School qualification
28.	Sanitary Worker	1	13-Open merit 01-Women quota 01-Minority quota	15-Open merit 01-Women quota 01-Minority quota	Age: 18-30 Literate
29.	Security Guard	1	24-Open merit 02-Women quota 01-Minority quota	22-Open merit 02-Women quota 01-Minority quota	Age: 20-35 (a) An ex-service man with exemplary service record OR Middle, Height = 5'-7", Chest = 32"-34" and good physical appearance
30.	Hostel Attendant	1	01-Women quota	01-Women quota	Age: 25-40 Matric

Note: Candidates who are applying for the above posts are directed to submit their applications at respective Sub-Campus, in case of wrong submission, their application(s) will not be entertained.

GENERAL INFORMATION

- Only short listed candidates shall be called for Test / Interview.
- The prescribed application forms can be downloaded from University of Sargodha website: www.uos.edu.pk.
- Candidates for all positions are required to submit application form along with complete C.V and attested copies of testimonials, CNIC, domicile & experiences certificate(s).
- Candidates applying for more than one post shall submit separate applications with necessary documents, complete in all respects.
- Applications must be accompanied with original bank deposit slip/University Challan Form of (Rs. 500/- in case of BS-16 & above and Rs.300/- for all other posts) as processing fee (non-refundable) to be deposited under Head of Account "University Collection" in HBL A/C No. **00427991777803**, University of Sargodha.
- Disable applicants are not required to deposit application fee.
- Two most recent passport size photographs should be affixed on each application.
- Candidates already in service of a Government/Semi-Government Department or an Autonomous Body must apply through proper channel by the due date; otherwise their applications shall not be entertained.
- Existing employees of the University, who are working on contract / adhoc / assignment basis, should apply for regularization of their services, in case they do not qualify the requirement/ not selected, their contract shall stand cancelled.
- Applications received after the last date shall not be entertained; even if posted before the closing date.
- Incomplete applications shall also not be entertained.
- As per Govt. policy General Age Relaxation upto 05 years in upper age limit is allowed.
- Candidates required to submit their application(s) at the desired campus / address i.e The Director, University of Sargodha Sub-Campus, Bhakkar (**for the posts advertised for Sub-Campus Bhakkar only**) and The Director, Sub-Campus, Mianwali (**for the posts advertised for Sub-Campus Mianwali only**).
- As per Govt. Policy, General Age Relaxation upto 05 years in upper age limit is allowed.
- **Last date : For BS-17 and above posts is 04 / 09 / 2018 and for all other posts is 28 / 08 / 2018.**
- The University reserves the right to increase/ decrease the posts according to the need of the university and has right not to consider any application or not to fill any post without giving any reason.

ADDITIONAL REGISTRAR, UNIVERSITY OF SARGODHA, Ph # 048-9230802

University website www.uos.edu.pk