



HAZARA UNIVERSITY MANSEHRA, PAKISTAN

SITUATION VACANT

Adv. No.09/2018

Applications on prescribed form are invited from Pakistani Nationals for the following positions on regular basis.

S. No.	Name of Post	No. of Post(s)	Required Qualification & Experience
1	Director Academics and Research (BPS-20)	01	PhD with 15 years of experience or First division degree (16 years education) from HEC recognized University/ DAI's with 18 years' relevant experience in pay scale 17 or its equivalent and above.
2	Additional Registrar (BPS-19)	01	First division degree (16 years education) from HEC recognized University/ DAI's with 13 years' relevant experience in a University or Government Department or autonomous organization; in pay scale 17 or its equivalent and above.
3	Additional Treasurer (BPS-19)	01	First division degree (16 years education) in Business Administration (with Specialization in Finance) or Commerce from HEC recognized University/ DAI's or Member PIPFA (FPA), with 13 years' experience in financial management / accounts in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.
4	Librarian (BPS-19)	01	First division M.L.I.S. degree from HEC recognized University/ DAI's with 13 years' relevant experience; of Library work in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.
5	Data Processing Manager (BPS-19)	01	First Division degree (16 years education in Information Technology from HEC recognized University / Institution with 13 years relevant experience.
6	Additional Controller of Examination (BPS-19)	01	First Division degree (16 years education) from HEC recognized University/ Institute with 13 years relevant experience
7	Deputy Registrar (BPS-18)	02	First division degree (16 years education) with 6 years' relevant experience in a University or Government Department or Autonomous Organization;
8	Deputy Treasurer (BPS-18)	01	First division degree (16 years education) in Business Administration (with Specialization in Finance) or Commerce or Member PIPFA (FPA) from HEC recognized University/ DAI's with 6 years' experience in financial management / accounts in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.
9	Assistant Registrar Litigation/Legal (BPS-17)	01	LLB First division from HEC recognized University/ DAI's
10	Webmaster (BPS-17)	01	First division Degree (16 years education) in Computer Science/IT from HEC recognized University/ Institution

S. No.	Name of Post	No. of Post(s)	Required Qualification & Experience
11	Assistant Treasurer (BPS-17)	02	First division degree (16 years education) in Business Administration (with specialization in Finance) or Commerce from HEC recognized University/ DAI's
12	Assistant Director Physical Education (BPS-17)	02	First division degree (16 years education) in Physical Education
13	Medical Officer (Female) (BPS-17)	01	MBBS from a recognized Institution, with one year House Job experience in a recognized Hospital.
14	Research Associate (BPS-17)	01	First division degree (16 years education) from HEC recognized University/ DAI's in relevant field

Terms & Conditions

1. Applicants should apply through online job portal available on Hazara University, Mansehra website www.hu.edu.pk.
2. No column of the application form should be left blank, particularly postal address/contact number both landline and mobile must be mentioned.
3. Applicants serving in Govt./Semi Govt./Autonomous bodies should route their applications through proper channel with NOC/proper permission.
4. A Bank Draft/Deposit Receipt of Rs.1500/- in the name of Treasurer Hazara University Mansehra or on online deposit to **account No.0010027677000012**, Allied Bank Limited, Hazara University Branch along with Application Form (**printed from online job portal**) completed in all respect including attested photocopies of all the DMCs, Certificates, Degrees, Experience certificates, CNIC (on full page), Domicile-certificate and three recent passport size photographs must be attached with the application form. INCOMPLETE APPLICATIONS WILL NOT BE ENTERTAINED AND LIABLE TO BE REJECTED.
5. Applicants applying for more than one post will submit separate application with necessary documents, complete in all respect.
6. All applicants must submit "printed application form" from **online Job Portal** of University's website www.hu.edu.pk, latest by **January 31, 2019** through registered courier service (BY-HAND FORMS SHALL NOT BE RECEIVED). Application received after last date will not be considered at all. The University is not responsible for delays in receiving call letters due to courier's/mail lapses.
7. Experience/ qualification gained after the last date of form submission shall not be considered.
8. The selected candidates will be governed by Rules / Regulations/statutes of Hazara University.
9. The candidates having Foreign Degree / Certificate will provide Equivalency Certificate from HEC / IBCC, Islamabad before the closing date.
10. Hazara University reserves the right increase/decrease the number post(s) depending upon the needs of its various departments or not to fill any post, withhold the appointment against any advertised post or to accept/reject any application without assigning any reason.
11. In case of Semester system, CGPA 3.00 out of 4.00 shall be considered as First division.
12. For updates regarding list of eligible/ineligible candidates and Test/Interview date etc, please keep visiting University website regularly.
13. Only shortlisted candidates will be called for test/interview. Short-listing of the candidates shall be made in accordance with the procedure laid down by the University.
14. No TA/DA shall be admissible.

Note: The University administration is authorized to rectify errors/omissions (if any) in the advertisement.

REGISTRAR

Tel: 0997-414161, Fax: 0997-414111,

Email: jobs.hum@gmail.com, website: www.hu.edu.pk