



HAZARA UNIVERSITY MANSEHRA, PAKISTAN

SITUATION VACANT

Advt. No: 03/2019

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

S.No.	Designation	No. of Posts	Required Qualification & Experience
1.	Registrar (BPS-20)	01	First division degree (16 years education) from HEC recognized University/ DAI's with 18 years' experience in Administration/ Management in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.
2.	Treasurer (BPS-20)	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 18 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.
3.	Controller of Examinations (BPS-20)	01	First division degree (16 years education) from HEC recognized University/ DAI's with 18 years' relevant experience, in pay scale 17 or its equivalent or above.
4.	Manager University Linkages and Technology Transfer (ORIC) (BPS-19)	01	PhD with 10 years' experience or First Division degree (16 years education) from HEC recognized University/D.A. institute with 13 years relevant experience
5.	Security Officer BPS-17	01	First division degree (16 years education) from HEC recognized University/ DAI's

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 number 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 **March 21, 2019** through registered courier service to

Selection Board Section, Hazara University, Mansehra. (BY-HAND FORMS SHALL NOT BE RECEIVED).

7. Applications 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.
8. Experience Certificate must contain Job description and BPS or equivalency of scale to BPS. Experience/ qualification gained after the last date of form submission shall not be considered.
9. The selected candidates will be governed by Rules / Regulations/statutes of Hazara University as applicable from time to time.
10. The candidates having Foreign Degree / Certificate will provide Equivalency Certificate from HEC / IBCC, Islamabad before the closing date.
11. Hazara University reserves the right not to fill any post, withhold the appointment against any advertised post or to accept/reject any application without assigning any reason.
12. In case of Semester system, CGPA 3.00 out of 4.00 or above shall be considered as First division.
13. For updates regarding list of eligible/ineligible candidates and Test/Interview date etc, please keep visiting University website regularly.
14. 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 and is available on University website.

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