



HAZARA UNIVERSITY, MANSEHRA SITUATION VACANT

Adv. No. 04, 2016

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

S. No.	Name of Post	BPS	Qualifications & Experience
1.	Deputy Registrar (04)	18	1st Class Master Degree /LLB with 6 years relevant experience in administration in a University or education department (OR) 2 nd class Master degree/LLB with 10 years teaching / administration experience BPS-16 or above in a University or education department.
2.	Deputy Controller of Examinations (02)	18	First Class Master Degree /LLB with 6 years relevant experience (OR) 2 nd class Master's Degree/LLB with 10 years relevant experience.
3.	Deputy Treasurer (01)	18	Chartered Accountant/Cost & Management Accountant from a recognized institute with 10 years experience (OR) MBA/M.Com with at least 15-years experience in the relevant field.
4.	Assistant Director Planning & Development (01)	17	1st Class Master's Degree/LLB with at least 5 years teaching / administration experience in a responsible position in a university or education department.
5.	Assistant Director Physical Education(01)	17	First Division Master's Degree in Physical Education (OR) 2nd Division with 5 years' experience.
6.	Assistant Provost (02)	17	1st Class Master's Degree/LLB (OR) 2nd Class Master's Degree/LLB with 5 years' experience (OR) Bachelor's Degree with 12 years' experience in the relevant field.
7.	Assistant Controller of Examinations (03)	17	MA/MSc (minimum 2nd class) with 5 years' experience in the relevant field in a college / university.
8.	Assistant Registrar (04)	17	1st Class Master's Degree/LLB with at least 5 years teaching / administration experience in a responsible position in a university or education department.
9.	Assistant Registrar Legal (01)		1st Class LLB with at least 5 years teaching / administration experience in a responsible position in a university or education department, preferably dealing with the legal cases.
10.	Webmaster (01)	17	Master Degree in computer Sciences or equivalent in the related field from a recognize university. Development & managing web based applications & Other desktop applications using latest technologies. Must have worked at least two or more of the following technologies JSP, JAVA, J2EE, ASP , XML, JAVA Script . Candidate having vendor bases application training MCSM with SQL/OCP will be preferred. Having 2 years' experience of web development & management in national or international organization.
11.	Assistant Director Works (01 each) Civil/ Electrical	17	BSc Civil/Electrical Engineering (OR) Diploma in Civil/Electrical Engineering with 5 years relevant experience with computer knowledge.
12.	Assistant Director Museum (01)	17	1st class Master Degree in Archaeology (OR) 2nd class mater degree with 5 years relevant experience.
13.	Transport Officer (01)	17	B.Sc Degree in Mechanical / Electrical Engineering with 2 years' experience in the relevant field (OR) Diploma in Automobile Engineering from a recognized institution with experience in management of transport service and maintenance will be an additional qualification.
14.	Estate Officer (01)	17	Master degree holder with minimum of 5 years experience in estate management (handling, watch & ward with knowledge of establishment).
15.	Assistant Director QEC(01)	17	As per HEC criteria.
16.	Assistant Librarian(01)	17	1 st class Master degree in Library Science with 4 years experience of teaching Library Science/Library work in a University or other reputable organization.
17.	Medical Officer (Male/Female) (02)	17	MBBS with at least three years experience in the establishment of Medical Unit and its supervision (OR) As per Government rules.
18.	Assistant Director IT (01)	17	1 st class Master or equivalent degree in Computer Science with 5 years relevant experience.

Terms & Conditions

*Experience should be in BPS-17 or above except where mentioned.

- 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.
- Maximum age limit for appointment as per government rules. Any claim for relaxation in upper age limit will be subject to provision of the documentary proof and will be dealt in accordance with Hazara University Statues / Rules
- 3.00 CGPA of scale 4.00 (equivalent 60% obtained marks) will be acceptable at par with 1st division/Class. Less than the prescribed CGPA will be considered 2nd division/Class.
- Candidates serving in Govt./Semi Govt./Autonomous Bodies should route their applications through proper channel with NOC/proper permission.
- Application form can be downloaded from Hazara University website: www.hu.edu.pk or can be obtained from Enquiry Office of the University. Only the prescribed application form will be accepted.
- No column of the application form should be left blank, particularly postal address/contact number both landline and mobile must be mentioned. Incomplete applications in any respect will not be entertained.
- Bank Draft/Bank Deposit Receipt of Rs. 3000/ for BPS 18 and Rs.2500 for BPS-17 in the name of Treasurer Hazara University Mansehra, attested photocopies of all the DMCS, certificates, degrees, experience certificates, CNIC (on full page) and three recent passport size photographs must be attached with the application form. Incomplete applications will not be entertained.
- Last date for receipt of application is 28-07-2016. Application received to this office after last date will not be considered.
- Only short listed candidates will be called for test/interview.

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

REGISTRAR

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