



**HAZARA UNIVERSITY MANSEHRA
PAKISTAN**

Adv. 13/2019

The Hazara offers the following positions on regular basis.

S. No.	Name of Post	BPS	No. of Posts	Required Qualification / Experience
1.	Office Assistant	16	1	At least 2 nd Division Graduate from a recognized University/DAI's with three years relevant experience , computer skills with typig speed of 40 w.p.m.
2.	UDC	14	3	At least 2 nd Division Graduate or equivalent qualification from a recognized University/DAI's with three years experience of office work , computer skills with typig speed of 30 w.p.m.
3.	LDC	11	5	At least 2 nd Division intermediate or equivalent from a recognized Board with three years relevant office experience and typing speed of 30 w.p.m.
4.	Lab Assistant	07	4	At least BSc/BS with three years experience in the relevant field.
5.	Maali	04	5	Literate with one year relevant experience
6.	Sweeper	04	5	Literate with experience.

Last date of form submission is 2nd December 2019. Terms & Conditions are available on Hazara University Website www.hu.edu.pk.

Registrar, Tel: 0997-414163, 414172 | Fax: 0997-414111, www.hu.edu.pk

Terms & Conditions:

1. Applicants applying for the posts should download form from university website jobs.hu.edu.pk and submit along with all related documents uptill 2.12.2019
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 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. Fee to be deposited For posts in BPS 04 to BPS 07: Rs: 500/- For posts from BPS-11 to BPS-16 Rs: 1500/
6. Applicants applying for more than one post will submit separate application with necessary documents, complete in all respect.
7. Applicants applying for any post must submit "printed application form" from online Job Portal of University's website jobs.hu.edu.pk, latest by December 2, 2019 through registered courier service to DEPUTY REGISTRAR ESTAB-II , HAZARA UNIEVRSITY MANSEHRA (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.
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. As per Khyber Pakhtunkhwa Universities Amended Act 2016 , for positions from BPS 4 to BPS 8 candidates only having domicile of District Mansehra, District Battagram, District Kohistan and District Tor Ghar are eligible to apply. While for posts in BPS 11-16 candidates only from Hazara Division are eligible to apply.
10. The selected candidates will be governed by Rules / Regulations/statutes of Hazara University as applicable from time to time.
11. Hazara University reserves the right to increase/decrease the number of post(s) depending upon the needs of the 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.
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. Age limit for initial recruitment shall be: 18 to 45 years for employees in BPS 1-5; and 18 to 35 years for employees in BPS 6-16
15. 2% Quota will be reserved for children of University employees on Death during the service
16. No TA/DA shall be admissible.

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

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