



UNIVERSITY OF JHANG

Advertisement No. 02/2023 POSITIONS VACANT

Application are invited for the following Teaching (Pakistani Nationals) & Non-Teaching (Punjab Domicile holders only) positions on BS (Regular) at University of Jhang with given pay scale as per HEC Policy. The Candidates must meet the prescribed qualifications as per details given below:

Sr. No.	Name of Post / Number of Posts	Eligibility Criteria / Age Limit
01	Registrar (BS-20) No. of Post (01) (For a term of 03 Years)	<p>(i) (a) Ph.D. or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) eight years' post qualification teaching or administrative or professional experience from a public or private institute or university recognized by Higher Education Commission or public sector organization; <u>OR</u></p> <p>(ii) (a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) ten years' post qualification teaching or administrative or professional experience from a public or private institute or university recognized by Higher Education Commission or public sector organization; <u>OR</u></p> <p>(iii) (a) Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) twelve years' post qualification teaching or administrative or professional experience from a public or private institute or university recognized by Higher Education Commission or public sector organization.</p> <p style="text-align: right;"><i>Age Limit: 40-50</i></p>
02	Treasurer (BS-20) No. of Post (01) (For a term of 03 Years)	<p>(i) Ph.D in Finance or Commerce or Accounting or Auditing or Economics from an institute or university recognized by Higher Education Commission; and (b) eight years' post qualification experience in the relevant field; <u>OR</u></p> <p>(ii) (a) MS or M.Phil. in Finance or Commerce or Accounting or Auditing or Economics or equivalent qualification in from an institute or university recognized by Higher Education Commission; and (b) ten years' post qualification experience in the relevant field; <u>OR</u></p> <p>(iii)(a) MBA in Finance or M.Com or ACCA or ACMA or M.Sc. (second division) in Economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) twelve years' post qualification experience in the relevant field.</p> <p style="text-align: right;"><i>Age Limit: 40-50</i></p>
03	Director Administration & Coordination (BS-20) No. of Post (01)	<p>(i) (a) Ph.D. or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) eight years' post qualification experience in administration; or</p> <p>(ii) (a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) ten years' post qualification experience in administration; <u>OR</u></p> <p>(iii)(a) Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) twelve years' post qualification experience in administration.</p> <p style="text-align: right;"><i>Age Limit: 40-50</i></p>

04	<p>Additional Controller of Examinations (BS-19)</p> <p>No. of Post (01)</p>	<p>(i) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(ii) (b) eight years' experience In the relevant field from a public or private institute or university or recognized by Higher Education Commission or public sector organization; <u>OR</u></p> <p>(iii) (a) Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) ten years' experience in the relevant field from a public or private institute or university or recognized by Higher Education Commission or public sector organization.</p> <p style="text-align: center;"><i>Age Limit: 35-50</i></p>
05	<p>Additional Registrar (BS-19)</p> <p>No. of Post (01)</p>	<p>(i) (a) MS or M.Phil. or equivalent qualification from an Institute or university recognized by Higher Education Commission; and</p> <p>(b) eight years' experience in the relevant field from a public or private institute or university recognized by Higher Education Commission or public sector organization; <u>OR</u></p> <p>(ii) (a) Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) ten years' experience in the relevant field from a public or private institute or university recognized by Higher Education Commission or public sector organization.</p> <p style="text-align: center;"><i>Age Limit: 35-50</i></p>
06	<p>Deputy Registrar (BS-18)</p> <p>No. of Post (01)</p>	<p>(i) (a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) three years' post qualification teaching or administrative experience from a public or private institute or university recognized by Higher Education Commission or public sector organization; <u>OR</u></p> <p>(ii) (a) Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) five years' post qualification teaching or administrative experience from a public or private institute or university recognized by Higher Education Commission or public sector organization.</p> <p style="text-align: center;"><i>Age Limit: 25-45</i></p>
07	<p>Deputy Treasurer (BS-18)</p> <p>No. of Post (01)</p>	<p>(i) (a) MS or M.Phil. in Finance or Commerce or Accounting or Auditing or Economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) three years' post qualification experience in the relevant field; <u>OR</u></p> <p>(ii) (a) MBA (Finance) or M.Com or ACCA or ACMA or M.Sc. (second division) in Economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) five years' post qualification experience in the relevant field.</p> <p style="text-align: center;"><i>Age Limit: 25-45</i></p>
08	<p>Deputy Director (Press, Media & Publication) BS-18</p> <p>No. of Post (01)</p>	<p>(i) MS or M.Phil. in Mass Communication or Media Studies or Journalism or Communication Studies or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) three years' post qualification experience in the</p>

		<p>relevant field; <i>OR</i></p> <p>(ii) (a) Master's degree or BS (four years) (second division) in Mass Communication or Media Studies or Journalism or Communication Studies or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) five years' post qualification experience in the relevant field.</p> <p style="text-align: right;"><i>Age Limit: 25-45</i></p>
09	<p>Deputy Director (QEC), BS-18</p> <p>No. of Post (01)</p>	<p>(i) (a) MS or M.Phil. in Management Sciences or Sciences or Social Sciences or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) three years' post qualification experience in the relevant field; <i>OR</i></p> <p>(ii) (a) Master's degree or BS (four years) (second division) in Management Sciences or Sciences or Social Sciences or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) five years' post qualification experience in the relevant field.</p> <p style="text-align: right;"><i>Age Limit: 25-45</i></p>
10	<p>Deputy Director Legal Matters (BS-18)</p> <p>No. of Post (01)</p>	<p>(i) LLB (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(ii) five years' experience in the relevant field.</p> <p style="text-align: right;"><i>Age Limit: 25-45</i></p>
11	<p>Assistant Registrar (BS-17)</p> <p>No. of Post (01)</p>	<p>Master's degree or ACCA or ACMA or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.</p> <p style="text-align: right;"><i>Age Limit: 21-35</i></p>
12	<p>Assistant Controller of Examinations (BS-17)</p> <p>No. of Post (01)</p>	<p>Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.</p> <p style="text-align: right;"><i>Age Limit: 21-35</i></p>
13	<p>Assistant Director Administration & Coordination (BS-17)</p> <p>No. of Post (01)</p>	<p>Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.</p> <p style="text-align: right;"><i>Age Limit: 21-35</i></p>
14	<p>Financial Aid & Scholarship Officer (BS-17)</p> <p>No. of Post (01)</p>	<p>Master's degree or BS (four years) (second division) or Bachelor's degree or equivalent qualification from an institute or university recognized by Higher Education Commission.</p> <p style="text-align: right;"><i>Age Limit: 21-35</i></p>
15	<p>Assistant Director Sports (BS-17)</p> <p>No. of Post (01)</p>	<p>Masters degree or BS (four years) (second division) in Physical Education or Sports Sciences or equivalent qualification from an institute or university recognized by Higher Education Commission.</p> <p style="text-align: right;"><i>Age Limit: 21-35</i></p>
16	<p>Medical Officer (BS-17)</p> <p>No. of Post (01)</p>	<p>(i) MBBS (first division) from an Institute or university recognized by Higher Education Commission;</p> <p>(ii) registered with Pakistan Medical Commission; and</p> <p>(iii) one year house job experience.</p> <p style="text-align: right;"><i>Age Limit: 21-35</i></p>

NOTE/ INSTRUCTIONS

- Candidates should submit an application on a latest prescribed Application Form (available on University of Jhang website), clearly mentioning the post for which he/she is applying.
- Applicants are also required to submit processing fee as per following (Non-refundable) through challan available with application form. The Application forms without processing fee shall not be considered / entertained.

Sr. No.	BPS	Amount
01	BS -18 to BS-20	Rs. 2000/-
02	BS-17	Rs. 1500/-
03	BS-06 to BS-16	Rs. 1000/-
04	BS-01 to BS-05	Rs. 500/-

3. The candidates are required to submit **One (01)** set of application complete in all respect along with copies of degrees, result cards, transcripts, certificates, experience certificates, CNIC, recent photograph, updated Curriculum Vitae (CV), and other relevant documents. All documents should be attested and Job Application form should be completed in all respect. The University is entitled to reject any incomplete Job Application form.
4. Experience Certificates, duly issued from the office of the Competent Authority, must be attached. No advantage, whatsoever, would be given if Experience Certificates, where applicable are not attached.
5. The candidates applying for more than one post shall submit separate Job Application form with necessary documents, complete in all respects.
6. Applicants having foreign degrees will be required to provide Equivalence certificate from HEC/ IBCC, Islamabad within due date.
7. In case of a foreign degree or certificate, transcribed in any foreign language (other than English), an English translation must be provided from a recognized institute within due date.
8. Distinction marks can only be granted after the provision of authentic document issued by the Controller of Examinations within due date.
9. Eligibility in all respects shall be reckoned up till the closing date.
10. Quota (Women/Disability/Minorities) will be observed as per Government of Punjab directions subject to maturity and availability of the post. If seats are not matured against quota, all such applications will be converted to open merit.
11. Candidates must meet minimum and maximum age limits on closing date of application submission. However, age relaxation, for appointment by initial recruitment, shall be admissible as per policy of the Government of Punjab.
12. Any deficiency/concealment/misrepresentation of facts by any candidate at any stage will lead to disqualification.
13. Only Eligible/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. The University shall not be held responsible for any delays or late reception of hard dossiers/copies/call letters for Test/Interview etc. by the candidates, due to courier's/Post Office services lapses.
15. No TA/DA shall be admissible.
16. The University reserves the right; not to fill any post; withhold the appointment against any advertised post and to increase or decrease the number of seats.
17. Incomplete or the applications received after due date will not be accepted.
18. Closing date for submission of job application along-with all relevant documents is **09-08-2023** with in office hours i.e 04:00 PM.
19. However the process of recruitment will be made according to the Recruitment Policy 2021 of University of Jhang.
20. Candidates are strictly advised to avoid providing invalid documents. Documents with ambiguity (if provided) by candidates will not be accepted.
21. Candidates presently working in Government, semi Government and Autonomous Bodies must send their applications through proper Channel and must attach NOC.
22. The University reserves the rights to conduct any test/screening for the shortlisting of candidates.

REGISTRAR

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