

Applications are invited from Pakistan nationals (male / female) (Punjab, Domicile), who are dynamic, dedicated and competent professionals in relevant fields and like to serve in a rapidly growing World-Class University located at Gujrat, Punjab

Advertisement No. 01/2021

REGISTRAR BS-20

AGE LIMIT

40 to 50 Years, with age relaxation as per Government Rules

REQUIRED QUALIFICATION

- i) Ph.D. in any discipline from a University or Degree Awarding Institute duly recognized by HEC; and
- ii) Eight years post qualification teaching or administrative or professional experience in HEC recognized Public or Private University or Degree Awarding Institute or Public Sector Organization.

OR

- i) MS or M.Phil. in any discipline or 18 Years education from a University or Degree Awarding Institute duly recognized by HEC; and
- ii) Ten years post qualification teaching or administrative or professional experience in HEC recognized Public or Private University or Degree Awarding Institute or Public Sector Organization.

OR

- i) MA or M. Sc. in any discipline or 16 Years education at least in 2nd division from a University or Degree Awarding Institute duly recognized by HEC; and
- ii) Twelve years post qualification teaching or administrative or professional experience in HEC recognized Public or Private University or Degree Awarding Institute or Public Sector Organization.

CONTROLLER OF EXAMINATIONS BS-20

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Tenure: Three (03) Years, Not Extendable

Pay, Leave, Perks & Privileges: As admissible to a Government Servant in BS-20

Note:

- Applications should reach to the office of the **HR-Section, Registrar Office**, Admin Block, 1st Floor, Room # 104, Hafiz Hayat Campus, University of Gujrat by **20-04-2021**.
- Application forms are available from HR-Section, Registrar Office and may also be downloaded from UOG's website www.uog.edu.pk. **Application Form uploaded with advertisement on UOG's website shall only be accepted.**
- **Earlier process carried out by the University of Gujrat regarding appointments of the post of the Registrar and the Controller of Examinations, University of Gujrat, has been declared void by the Competent Authority. All interested candidates are required to apply afresh.**
- Two (02) sets for all posts, must contain UOG Application Form, attested copies of the Degrees & Both Sides of Detail Marks Certificates (DMC), Experience Certificates (duly verified by the respective Employer/s), NOC, Domicile, CNIC and recent Passport size photographs with each application form complete in all respect. In case, less number of sets received from the applicant, his application shall be considered incomplete and liable to be rejected.
- The applicants are also required to submit **original** demand draft / pay order (**Non-refundable**) of Rs. 1200/- for Bank of Punjab Only, in favor of **"Treasurer, University of Gujrat"** payable at Bank of Punjab, University of Gujrat (Branch Code 0165) along-with others documents. (Fee in the form of Postal Orders is not acceptable). **The application forms without processing fee shall not be considered / entertained.**
- Applicants working on **Regular/Acting Charge/Officiating/Ad-hoc/Current Charge and Contract basis in HEC** recognized Public or Private University or Degree Awarding Institute or Public Sector Organization (**Including UOG's Employees**) must apply **through proper channel and attach NOC** and Experience Certificate/s issued from their present and former Appointing Authority/Head of Institution/Organization by due date, otherwise their application shall be considered incomplete and liable to be rejected.
- All kind of **claimed experience** of the applicant shall only be considered if candidate produced / attached **documentary evidence and duly verified by the respective Employer/s** as per given **"Employment Verification Proforma"**, appended to Job Application Form.
- The University is not responsible for delays in receiving call letters for interview, due to courier's lapses.
- Applicants applying for more than one post shall submit separate Application Form with necessary documents, complete in all respect. Please clearly write name of the post applied for on top right side of the envelope.
- The applicant having foreign degree must have HEC equivalence certificate.
- The University shall inform to only Eligible candidates for interview and Recommended candidate/s by the Search Committee upon approval of the Competent Authority.
- Incomplete applications are liable to be rejected.
- No. TA/DA shall be admissible.
- The University reserves the right not to fill any post / withhold the appointment against any advertised post without assigning any reason.