

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

01 Additional Director

No. of Post: 01 **Basic Pay Scale:** 19
Age Limit: 35-50 years (Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

- (i) Master's degree (second division) (sixteen years) or BS (second division) from an institute or a university recognized by the Higher Education Commission; and
- (ii) twelve years' administrative experience.

03 Medical Officer

No. of Post: 01 **Basic Pay Scale:** 18
Age Limit: 25-40 years (Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

- (i) MBBS or equivalent medical qualification from an institute or a university recognized by the higher education commission; and
- (ii) Eight years' experience in BS-17 and above;
- (iii) registered with Pakistan Medical Council.

05 Imam

No. of Post: 01 **Basic Pay Scale:** 14
Age Limit: 21-35 years (Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

Shahadatul-Almiya-Fil Uloomal-Arabia-wa-islamia or equivalent qualification from wafaq ul madaris or tanzeem-ul-madaris.

Note: a candidate having hafiz-e-quran may be preferred.

07 Ground Man/Marker

No. of Post: 03 **Basic Pay Scale:** 02
Age Limit: 18-30 years (Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience: Literate

02 Deputy Chief Admin

No. of Post: 02 **Basic Pay Scale:** 18
Age Limit: 30-45 years (Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

- (i) Master's degree (second division) (sixteen years) or BS (second division) from an institute or a university recognized by the Higher Education Commission; and
- (ii) five years' relevant experience.

04 Charge Nurse (Female)

No. of Post: 01 **Basic Pay Scale:** 17
Age Limit: 25-40 years (Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

- (i) B.Sc. (second division) in Nursing or four years diploma in nursing or equivalent qualification from an institute or a university recognized by the Higher Education Commission;
- (ii) two years' experience as staff Nurse or Charge Nurse in government or semi government institution; and
- (iii) registered with the Pakistan Nursing Council.

06 Cook

No. of Post: 01 **Basic Pay Scale:** 08
Age Limit: 18-40 years (Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

Literate with Three years relevant experience

08 Mali/Baildar

No. of Post: 05 **Basic Pay Scale:** 02
Age Limit: 18-30 years (Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience: Literate

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 **15-12-2021**.
- Application forms may be downloaded from UOG's website www.uog.edu.pk. **Application Form uploaded with advertisement on UOG's website shall only be accepted.**
- Two (02) sets for all posts, must contain UOG Application Forms, attested copies of the Degrees & Both Sides of Detail Marks Certificates (DMC), Experience Certificates, Domicile, NIC and recent Passport size photographs with each application form. In case, less number of sets received by the applicant, his application shall be considered in complete and liable to be rejected.
- The applicants are required to submit **original** demand draft / pay order (Non-refundable) of **Rs. 1000/- (for BPS-18 & 19), Rs. 800/- (for BPS-17), and Rs. 500/- (for BPS-16 and below) 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 form/s without processing fee shall not be considered / entertained.**
- Applicants working on **Regular / Acting Charge / Officiating / Ad-hoc / Current Charge and Contract basis** in Government, Semi-Government, and Autonomous Bodies (**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 valid experience** of the applicant shall only be considered if candidate produced / attached **documentary evidence and got verified by the Employer** as per given "**Employment Verification Performa**", appended to Job Application Form.
- The University is not responsible for delays in receiving call letters for interview / appointment / offer letter etc. due to courier's lapses.
- Applicants applying for more than one post will 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.
- Shortlisting of the Candidates shall be made in accordance with the procedure laid down by the University.
- 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.

HR-SECTION, REGISTRAR OFFICE,

Registrar Office, Admin Block, Room # 104, Hafiz Hayat Campus, University of Gujrat, Gujrat
 Tel: 053-3643112, 3643117, 3643408, Ext-137