



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 Director Quality Enhancement Cell

No. of Post: 1 Basic Pay Scale: 20
Age Limit for Direct Recruitment: 40-55 years
(Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

(i) Ph.D. from a university recognized by the Higher Education Commission; and (ii) twelve years' academic or research or administrative experience in BS-17 or above or managerial level in government or semi government or national or International organization.

02 Director Information Technology Services

No. of Post: 1 Basic Pay Scale: 19
Age Limit for Direct Recruitment: 30-50 years
(Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

Masters in Computer Sciences / BS Hons. (four years) at least 2nd Division or sixteen years equivalent degree from an HEC recognized Institute/University with 12 years relevant experience.

03 Deputy Chief Admin

No. of Post: 2 Basic Pay Scale: 18
Age Limit for Direct Recruitment: 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 Deputy Director

No. of Post: 2 Basic Pay Scale: 18
Age Limit for Direct Recruitment: 30-45 years
(Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

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

05 Sports Officer/ Instructor Physical Education

No. of Post: 1 Basic Pay Scale: 17
Age Limit for Direct Recruitment: 30-45 years
(Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

Masters' degree (2nd division) in Physical Education from an HEC recognised Institute/ University with two years relevant experience.

06 Assistant Engineer

No. of Post: 1 Basic Pay Scale: 17
Age Limit for Direct Recruitment: 25-40 years
(Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

B.Sc. (Electrical Engineering) from an HEC recognized Institute/University with two years relevant experience or three years diploma from a recognized Institution with ten years experience in the relevant field.

07 Assistant Director

No. of Post: 6 Basic Pay Scale: 17
Age Limit for Direct Recruitment: 22-35 years
(Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

Master's Degree (Second Division) (sixteen years) or BS (Second Division) from an Institute or a University recognized by Higher Education Commission.

08 Healthcare Assistant

No. of Post: 1 Basic Pay Scale: 16
Age Limit for Direct Recruitment: 25-45 years
(Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

(i) Bachelor's degree from an institute or a university recognized by the Higher Education Commission; and (ii) Five years' relevant experience.
OR
i. Higher Secondary School Certificate with Science from a recognized Board; and ii. Ten Years' relevant experience.

09 Office Assistant Examinations

No. of Post: 2 Basic Pay Scale: 16
Age Limit for Direct Recruitment: 21-35 years
(Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

Bachelor's degree (second division) from an institute or a university recognized by the Higher Education Commission

10 Coffee Shop Lab Operator

No. of Post: 1 Basic Pay Scale: 16
Age Limit for Direct Recruitment: 21-35 years
(Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

(i) Bachelor's degree (second division) from an institute or a university recognized by the Higher Education Commission; and (ii) two years' relevant experience.
OR
Associate degree (second division) (fourteen years) in Hotel and Restaurant Management or Hospitality Management or equivalent qualification from an institute or a university recognized by the Higher Education Commission.

OR
Foreign degree or diploma in Hotel and Restaurant Management or Hospitality Management.

11 Kitchen Lab Operator

No. of Post: 1 Basic Pay Scale: 16
Age Limit for Direct Recruitment: 21-35 years
(Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

(i) Bachelor's degree (second division) from an institute or a university recognized by the Higher Education Commission; and (ii) two years' relevant experience.
OR
Associate degree (second division) in Hotel and Restaurant Management or Hospitality Management or equivalent qualification from an institute or a university recognized by the Higher Education Commission.

OR
Foreign degree or Diploma in Hotel and Restaurant Management or Hospitality Management.

12 Electrician

No. of Post: 1 Basic Pay Scale: 14
Age Limit for Direct Recruitment: 21-35 years
(Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

Three years diploma in Electrical Technology from a recognized institution with one year relevant experience.

13 Polishman

No. of Post: 1 Basic Pay Scale: 14
Age Limit for Direct Recruitment: 21-35 years
(Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

(i) Secondary School Certificate with three years diploma in relevant field from a recognized Board; and (ii) Two years relevant experience
OR
i. Literate
ii. six years relevant experience.

14 Mason

No. of Post: 1 Basic Pay Scale: 14
Age Limit for Direct Recruitment: 21-35 years
(Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

Diploma in the relevant technology or skilled worker with three years' experience in the relevant field.

15 Junior Clerk

No. of Post: 5 Basic Pay Scale: 11
Age Limit for Direct Recruitment: 18-30 years
(Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

Diploma in the relevant technology or skilled worker with three years' experience in the relevant field.
OR
i. twenty-five words per minute typing speed in English on computer and proficient in Microsoft Office or any other compatible office application.

16 Data Entry Operator

No. of Post: 3 Basic Pay Scale: 11
Age Limit for Direct Recruitment: 21-35 years
(Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

Intermediate (2nd division) from a recognized Board and one year diploma in Computer Science from Board of Technical Education or 5. any other recognized institution.

17 Cook

No. of Post: 1 Basic Pay Scale: 8
Age Limit for Direct Recruitment: 18-40 years
(Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

Literate with three years' relevant experience

18 Junior Carpenter

No. of Post: 2 Basic Pay Scale: 8
Age Limit for Direct Recruitment: 21-55 years
(Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

i. Secondary School Certificate with three years' diploma in relevant field from a recognized board.
OR
i. Literate; and
ii. three years' relevant experience.

19 Bus Driver

No. of Post: 1 Basic Pay Scale: 8
Age Limit for Direct Recruitment: 25-40 years
(Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

(a) Literate; (b) a valid HTV License with five years experience.

20 Driver (LTV)

No. of Post: 1 Basic Pay Scale: 6
Age Limit for Direct Recruitment: 25-40 years
(Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

Literate with a valid L.T.V license and three years experience.

21 Helper (Mason)

No. of Post: 1 Basic Pay Scale: 5
Age Limit for Direct Recruitment: 18-30 years
(Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

Literate Skilled worker with three years' experience in the relevant field.

22 Laboratory Attendant

No. of Post: 6 Basic Pay Scale: 5
Age Limit for Direct Recruitment: 18-30 years
(Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

Matric (2nd division) with Science.

23 Helper (Electrician)

No. of Post: 2 Basic Pay Scale: 5
Age Limit for Direct Recruitment: 18-30 years
(Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

Literate Skilled worker with three years' experience in the relevant field.

24 Painter

No. of Post: 1 Basic Pay Scale: 5
Age Limit for Direct Recruitment: 21-30 years
(Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

i. Literate; and ii. Five years' relevant experience

25 Library Attendant

No. of Post: 1 Basic Pay Scale: 5
Age Limit for Direct Recruitment: 18-30 years
(Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience:

Matric (2nd division).

26 Guest House Attendant

No. of Post: 2 Basic Pay Scale: 5
Age Limit for Direct Recruitment: 21-30 years
(Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience:

i. Literate; and ii. Five years relevant experience

27 Welder

No. of Post: 1 Basic Pay Scale: 5
Age Limit for Direct Recruitment: 18-30 years
(Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience:

i. Literate; and ii. Three years relevant experience

NOTE:

- Applications should reach the Human Resource Office, Admin Block, 1st Floor, Room # 104, Hafiz Hayat Campus, University of Gujrat by 02-07-2024.
- Job Application forms along with advertisement and Employment Verification Proforma (EVP) can be downloaded from UOG's website www.uog.edu.pk. Application Forms uploaded on UOG's website shall only be accepted.
- The applicants must submit Two (02) sets for all Administrative posts and each set must contain UOG Application Form, attested copies of the Degrees & Both Sides of the Result Cards/Transcripts/Detail Marks Certificates (DMC) (Only verified Degrees/Transcripts from HEC / Boards, etc. shall be entertained), Experience Certificates (duly verified by the respective Employer/s (where experience needed) as per given "Employment Verification Proforma"), NOC (If needed), 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/her application shall be considered incomplete and liable to be rejected.
- 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 shall attach NOC (issued by Appointing Authority only) by due date, otherwise their application shall be considered incomplete and liable to be rejected.
- All kind of claimed experience (where experience needed) of the applicants shall only be considered, if candidate produced / attached documentary evidence duly verified/attested and signed stamped by the respective Appointment Authority only, as per given "Employment Verification Proforma", appended to Job Application Form.
- Experience in Private Entities shall only be accepted if such entity is registered with SECP, Registrar of Firms or any other Regulatory Authority.
- The experience gained as on Daily basis, Part-time, Visiting (Adjunct Instructor/Faculty Member), Honorary and Apprenticeship Shall not be considered/ counted.
- The applicant(s) having foreign degree must attach HEC / IBCC equivalence certificate (Issued & Attested by the HEC / IBCC) with the Application Form.
- The experience of BS-17 and above is reckonable for appointment against the administrative posts of BS-18 and above as the experience below BS-17 may not be considered as administrative or teaching or professional experience.
- The applicants who have domestic/foreign degrees/diploma/certificates and claim equivalence of their qualification with the prescribed educational qualification/s in the relevant field of the post advertised, must attach a certificate/proof of such equivalence of degree/diploma/certificate issued by the competent authority e.g. Higher Education Commission/ Pakistan Council for Architects and Town Planners (PCATP) /PEC/Inter Boards Chairman Committee etc. on or before the closing date. In case they fail to submit, their candidature shall be cancelled.
- Applications of the candidate(s) whose result is not officially announced by the Controller of Examinations of a Board/University on or before the closing date shall not be considered.
- Shortlisting of the applicants shall be made by the procedure laid down by the University. The University shall inform only the candidates called for test (if conducted), interview and recommended candidates by the Selection Board / Committee through offer/appointment letters upon approval of the Appointing Authority.
- The appointee(s) who cannot qualify for pension after attaining the age of superannuation shall be appointed on Contract.
- Applicants applying for more than one post will submit a separate Application Form with necessary documents, complete in all respects.
- Please clearly write the name of the post applied for on the top right side of the envelope.
- The University is not responsible for delays in receiving job application forms from the applicants, call letters for interviews and offer/appointment letters etc due to courier's lapses.
- Incomplete applications (in any case) are liable to be rejected.
- No. TA/DA shall be admissible.
- Quota against minorities, disabled and women shall be observed as per Govt. rules, subject to maturity and availability of the post.
- The University reserves the right not to fill any post / withhold the appointment against any advertised post without assigning any reason.

Fee:

- It is mandatory for Candidates to deposit the fee in any Branch of BOP (Non-refundable) of Rs. 1200/- (for BPS-20), Rs. 1000/- (for BPS-18 & 19), Rs. 800/- (for BPS-17) and Rs. 500/- (for BPS (02 to 16)). The application forms without processing fee shall not be considered/entertained.
- The fee must be deposited on the prescribed challan form generated on-line via link "https://ch.uog.edu.pk/MISC/OnlineHRCustomChallan" and original Receipt (Department Copy) must be provided along with hard copy of the application form.
- No Bank Draft or Pay Order or Cheque or Postal Order will be accepted as fee by the University

MUHAMMAD NAEEM BUTT
REGISTRAR

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