



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 INFORMATION TECHNOLOGY SERVICES

No. of Post: 01 Basic Pay Scale: 19
Age Limit: 30-50 years (Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

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

02 DIRECTOR PURCHASE

No. of Post: 01 Basic Pay Scale: 19
Age Limit: 30-50 years (Relaxable Under Rules)
Nature of Appointment: Contract

Minimum Qualification / Experience

M.A / M.Sc (2nd division) from an HEC recognized Institution /University with 12 years experience in procurement etc. in a Government/ Semi Government organization in BS-17 and above.

03 DIRECTOR STUDENTS AFFAIRS

No. of Post: 01 Basic Pay Scale: 20
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) seventeen years' administrative experience out of which ten years' at university level.

04 DIRECTOR, UA&FAO

No. of Post: 01 Basic Pay Scale: 20
Age Limit: 40-55 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) seventeen years' administrative experience out of which ten years' at university level.



05 DIRECTOR, QUALITY ENHANCEMENT CELL

No. of Post: 01 Basic Pay Scale: 20
Age Limit: 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.

06 DIRECTOR BUSINESS INCUBATION CENTRE

No. of Post: 01 Basic Pay Scale: 19
Age Limit: 34-50 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' public sector or industrial experience including five years' experience in any professional institute or department or office related to information technology or engineering or art and architecture.

07 DIRECTOR ORIC

No. of Post: 01 Basic Pay Scale: 20
Age Limit: 35-55 years (Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

(i) Ph.D. in Basic Sciences or Engineering or Information Technology or Social Sciences or Management Sciences; and
(ii) twelve years' experience in relevant field in a national or international organization.

Nawaz Sharif Medical College, UoG DEMONSTRATOR

08 PHYSIOLOGY No. of Posts: 02

09 PHARMACOLOGY No. of Post: 01

10 COMMUNITY MEDICINE No. of Post: 01

11 PATHOLOGY No. of Post: 01

Basic Pay Scale: 18
Age Limit: 23-35 years (Relaxable Under Rules)
Nature of Appointment: Regular

Minimum Qualification / Experience

MBBS or equivalent medical qualification from an institute recognized by the Higher Education Commission and Pakistan Medical Council.

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 14-07-2021.
- Job Application Form uploaded with advertisement on UOG's website www.uog.edu.pk shall only be accepted.
- The applicants are also required to submit original demand draft / pay order (Non-refundable) of Rs. 1200/- (for BPS-20) and Rs. 1000/- (for BPS-18 & 19) 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.
- 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 (If needed), Domicile (Punjab), 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.
- 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.
- The appointee (s) who cannot qualify for pension after attaining age of superannuation shall be appointed on contract.
- 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.
- Experience in Private Entities shall only be accepted if such entity is registered with SECP, Registrar of Firms or any other Regularity Authority.
- The experience gained as on Daily basis, Part time, Visiting, Honorary and Apprentice Shall not be

considered / counted.

- The applicant having foreign degree must attach HEC equivalence certificate with the Application Form.
- The applicants who have domestic / foreign degree/diploma/certificates and claims equivalence of his qualification with the prescribed educational qualification/s in relevant field of the post advertised, must attach certificate/proof of such equivalence of degree/diploma/certificate issued by the competent authority e.g. Higher Education Commission/Pakistan Engineering Council/Inter Boards etc. on or before the closing date. In case fails to submit his/her candidature shall be cancelled.
- Applications of the candidates 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.
- The University is not responsible for delays in receiving of job application form of the applicant or call letters for interview or appointment / offer letter etc. due to courier's lapses.
- Shortlisting of the applicants shall be made in accordance with the procedure laid down by the University. The University shall inform only to the candidates called for test (if conducted), interview and recommended candidates by the Selection Board through appointment letters upon approval of the Appointing Authority.
- 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.
- 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.

HR-SECTION, REGISTRAR OFFICE,

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