



UNIVERSITY OF GUJRAT

(Hafiz Hayat Campus)

Advertisement No. 05/2023

Statutory Position

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

REGISTRAR BS: 20

Mode of Appointment: Contract **Tenure:** Three (03) Years, Not Extendable

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

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

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.

Note:

1. 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 17-07-2023.**
2. 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.
3. The applicants must submit / attach Two (02) sets for the applied post, which must contain UOG Application Forms, attested copies of the Degrees & Both Sides of Detail Marks Certificates (DMC) (**Only verified Degrees / Transcripts from HEC or Universities / Boards, etc. shall be entertained**), Experience Certificates (duly verified by the respective Employer/s), NOC (if needed), Domicile, CNIC and recent Passport size photographs with each application form completed in all respect. In case, less number of sets received from the applicant, his application shall be considered incomplete and liable to be rejected.
4. Applicants working on **Regular/Acting Charge/Officiating/Ad-hoc/Current Charge and Contract basis in HEC** recognized Public or Private Universities or Degree Awarding Institutes or Public Sector Organizations (**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.
5. All kind of **claimed experience** of the applicant shall only be considered if candidate produced / attached documentary evidence (**duly verified by the respective Employer/s**) as per given "**Employment Verification Proforma**", appended to Job Application Form.
6. Please clearly write name of the post applied for on top right side of the envelope.
7. The applicant having foreign degree/s must have HEC equivalence certificate (**Issued & Attested by the HEC**) with the Application Form.
8. The University shall inform to only shortlisted candidates for interview by the Search Committee.
9. The University is not responsible for delays in receiving call letters for interview due to courier's lapses.
10. Incomplete applications are liable to be rejected.
11. No. TA/DA shall be admissible.
12. The University reserves the right not to fill any post / withhold the appointment against any advertised post without assigning any reason.

Fee:

13. It is mandatory for Candidates to deposit the fee amount of Rs. 1200/- (**Non-refundable**) as required in the Advertisement in any Branch of BOP.
14. 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 application form.
15. No Bank Draft or Pay Order or Cheque or Postal Order will be accepted as fee by the University.

IPL # 5025

HR-SECTION, REGISTRAR OFFICE

Admin Block, Room # 104, Hafiz Hayat Campus, University of Gujrat, Gujrat

Tel: 053-3643112, 3643117, 3643408, Ext-137

Academic Positions

Applications are invited from Pakistani nationals (males/females), 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.

Associate Professor BPS: 20

Nature of Appointment: Regular **Age Limit:** 30-50 (Relaxable) Under Rules

Psychology

No. of Post: 01

Minimum Qualification:

i. Ph.D. in Psychology or equivalent qualification from a university recognized by the Higher Education Commission.

ii. ten years' teaching or research experience in a post-graduate institution or university recognized by the Higher Education Commission or professional experience in relevant field in a national or international organization.

OR

five years' post-Ph.D. teaching or research experience in a post-graduate institution or university recognized by the Higher Education Commission or professional experience in relevant field in a national or international organization; and

iii. ten research publications, out of which four published in last five years, in journals recognized by the Higher Education Commission.

Assistant Professor BPS: 19

Nature of Appointment: Regular **Age Limit:** 25-45 (Relaxable) Under Rules

Mass Communication

No. of Post: 02

Minimum Qualification:

Ph.D. in Mass Communication or equivalent qualification from a university recognized by the Higher Education Commission.

NOTE:

1. 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 17-07-2023.**
2. Job Application forms along with advertisement, Employment Verification Proforma (EVP) and Publication Verification Proforma can be downloaded from UOG's website www.uog.edu.pk. **Application Forms uploaded on UOG's website shall only be accepted.**
3. The applicants must submit (Four (04) sets for the posts of **Associate Professor** and Two (02) sets for **Assistant Professor**) which must contain UOG Application Form, attested copies of the Degrees & Both Sides of Detail Marks Certificates (DMC) (**Only verified Degrees / Transcripts from HEC / Boards, etc. shall be entertained**), Experience Certificates (duly verified by the respective Employer/s 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 application shall be considered incomplete and liable to be rejected.
4. The applicants for the post of **Associate Professor** must submit / attach **four (04) DVDs** pertain to soft copies of all their credentials labeling folders like Academic Credentials, Experience Certificates, Publications etc. along with **the application/dossiers.**
5. 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.
6. 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.
7. Experience in Private Entities shall only be accepted if such entity is registered with SECP, Registrar of Firms or any other Regularity Authority.
8. The experience gained as on Daily basis, Part time, Visiting, Honorary and Apprentice Shall not be considered / counted.
9. The existing faculty working on tenure track system shall be dealt under Model Tenure Track Process Statutes.
10. The applicant(s) having foreign degree must attach **HEC equivalence certificate (Issued & Attested by the HEC)** with the Application Form.
11. 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 Council for Architects and Town Planners (PCATP)/PEC/Inter Boards etc. on or before the closing date. In case fails to submit his/her candidature shall be cancelled.
12. 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.
13. 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 offer / appointment letters upon approval of the Appointing Authority.
14. The appointee(s) who cannot qualify for pension after attaining age of superannuation shall be appointed on Contract.
15. Applicants applying for more than one post will submit separate Application Form with necessary documents, complete in all respect.
16. Please clearly write name of the post applied for on top right side of the envelope.
17. The University is not responsible for delays in receiving of job application forms of the applicants, call letters for interview or offer / appointment letters etc. due to courier's lapses.
18. Incomplete applications (in any case) are liable to be rejected.
19. No. TA/DA shall be admissible.
20. Quota against minorities, disabled and women shall be observed as per Govt. rules, subject to maturity and availability of the post.
21. The University reserves the right not to fill any post / withhold the appointment against any advertised post without assigning any reason.

Fee:

22. It is mandatory for Candidates to deposit the fee in any Branch of BOP (**Non-refundable**) of Rs. 1200/- (**for BPS-20 & above**) and Rs. 1000/- (**for BPS- 19**) **The application forms without processing fee shall not be considered/entertained.**
23. 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.
24. No Bank Draft or Pay Order or Cheque or Postal Order will be accepted as fee by the University.