



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 Junior Clerk

No. of Post: 05 Basic Pay Scale: 11
Age Limit for Direct Recruitment: 18-30 years
(Relaxable Under Rules)

Nature of Appointment: Regular

Minimum Qualification / Experience

- (i) Higher Secondary School Certificate (Second Division) from a recognized Board; and
- (ii) twenty-five words per minute typing speed in English on computer and proficient in Microsoft Office or any other compatible office application.

02 Data Entry Operator

No. of Post: 03 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 any other recognized institution.

03 Laboratory Attendant

No. of Post: 06 Basic Pay Scale: 05
Age Limit for Direct Recruitment: 18-30 years
(Relaxable Under Rules)

Nature of Appointment: Regular

Minimum Qualification / Experience

- Matric (2nd division) with Science.

04 Office Attendant

No. of Post: 10 Basic Pay Scale: 02
Age Limit for Direct Recruitment: 18-30 years
(Relaxable Under Rules)

Nature of Appointment: Regular

Minimum Qualification / Experience

- Literate

05 Helper (Electrician)

No. of Post: 02 Basic Pay Scale: 05
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.

06 Painter

No. of Post: 01 Basic Pay Scale: 05
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

07 Daftri

No. of Post: 02 Basic Pay Scale: 04
Age Limit for Direct Recruitment: 18-30 years
(Relaxable Under Rules)

Nature of Appointment: Regular

Minimum Qualification / Experience

- Middle

08 Library Attendant

No. of Post: 01 Basic Pay Scale: 05
Age Limit for Direct Recruitment: 18-30 years
(Relaxable Under Rules)

Nature of Appointment: Regular

Minimum Qualification / Experience

- Matric (2nd division).

09 Cook Helper

No. of Post: 04 Basic Pay Scale: 05
Age Limit for Direct Recruitment: 18-30 years
(Relaxable Under Rules)

Nature of Appointment: Regular

Minimum Qualification / Experience

- Literate (with relevant experience)

10 Waiter

No. of Post: 03 Basic Pay Scale: 02
Age Limit for Direct Recruitment: 18-30 years
(Relaxable Under Rules)

Nature of Appointment: Regular

Minimum Qualification / Experience

- (i) Literate; and
- (ii) one year relevant experience.

11 Guest House Attendant

No. of Post: 02 Basic Pay Scale: 05
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.

12 Welder

No. of Post: 01 Basic Pay Scale: 05
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

13 Polishman

No. of Post: 01 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: 01 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 Helper (Mason)

No. of Post: 01 Basic Pay Scale: 05
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.

16 Cook

No. of Post: 01 Basic Pay Scale: 08
Age Limit for Direct Recruitment: 18-40 years
(Relaxable Under Rules)

Nature of Appointment: Regular

Minimum Qualification / Experience

- Literate with three years' relevant experience

17 Junior Carpenter

No. of Post: 02 Basic Pay Scale: 08
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.

18 Healthcare Assistant

No. of Post: 01 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.

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 25-01-2023.
- 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 / attach Two (02) sets for all posts, 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), 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.
- 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 produce / attach documentary evidence (duly verified by the respective employer/s) as per given "Employment Verification Proforma", appended to Job Application Form. (where experience is applicable).
- The experience gained as on Daily basis, Part time, Visiting, Honorary and Apprentice shall not be considered / counted.
- 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 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 Committee through offer/appointment letters upon approval of the Appointing Authority.
- 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.
- Incomplete applications 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. 500/- (for all above posts). 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 Fee Receipt (Department Copy) must be provided along with hard copy of application form.
- No Bank Draft or Pay Order or Cheque or Postal Order will be accepted as fee by the University.

Muhammad Raees Ashraf
REGISTRAR

HR-Section, Registrar Office, Admin Block, Room # 104 Hafiz Hayat Campus, University of Gujrat, Gujrat
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