BABA GURU NANAK UNIVERSITY, NANKANA SAHIB
Advertisement No. 01/2022
POSITIONS VACANT

Online Applications are invited for the following positions.
Application Forms can be accessed on University Website. www.gnu.edu.pk

TEACHING POSTS

Sr. No.	Posts & No. of Posts	No. of Posts	Nature of Post	Eligibility Criteria
1.	**Professor (BS-21)** Botany-01, Chemistry-01, Zoology-01	03	Regular/TTS **Age Limit:** 35-50 Years	**As per HEC policy** For details regarding qualification and eligibility criteria for the post of Professor please visit the HEC website. **(www.hec.gov.pk)**
2.	**Associate Professor (BS-20)** English Literature-01, Psychology-01 Management Science-01, Physics-01 Math-01, Islamiat-01, Punjabi-01	07	Regular/TTS **Age Limit:** 30-50 Years	**As per HEC policy** For details regarding qualification and eligibility criteria for the post of Associate Professor please visit the HEC website. **(www.hec.gov.pk)**
3.	**Associate Professor (BS-20)** Information Technology & Computer Science	01	Regular/TTS **Age Limit:** 30-50 Years	(i) Ph.D. in Engineering or Information Technology or Computing or equivalent qualification from an institute or university recognized by Higher Education Commission; (ii) (a) ten years' teaching or research experience from an institute or a college recognized by a Board or university recognized by Higher Education Commission or professional experience in the relevant field in a national or international organization; out of which two years must be teaching experience; **OR** (b) five years' post-Ph.D. teaching or research experience from a postgraduate institute or university recognized by Higher Education Commission or professional experience in the relevant field in a national or international organization; and (iii) ten research publications in the journals recognized by Higher Education Commission or Pakistan Engineering Council; out of which four publications must be with in last five years.
4.	**Assistant Professor (BS-19)** Botany-01, Chemistry-01, Physics-01 Zoology-01, Management Sciences-02, Mathematics-01, English Literature-01, English Languages-01, Islamic Studies-01 Psychology-01, Punjabi-01	12	Regular/TTS **Age Limit:** 25-45 Years	**As per HEC policy** For details regarding qualification and eligibility criteria for the post of Assistant Professor please visit the HEC website. **(www.hec.gov.pk)**
5.	**Assistant Professor (BS-19)** Fine Arts	01	Regular/TTS **Age Limit:** 25-45 Years	(i) Ph.D. in Art and Design or equivalent qualification from an institute or university recognized by Higher Education Commission; **OR** (ii) (a) MS or M.Phil. or Master's degree (foreign) in Art and Design or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) four years' teaching or research experience from a postgraduate institute or university recognized by Higher Education Commission or professional experience in the relevant field in a national or international organization; **OR** (iii) (a) Bachelor in Fine Arts or Bachelor in Designing (four years) (first division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) six years' teaching or research experience from a postgraduate institute or university recognized by Higher Education Commission or professional experience in the relevant field in a national or international organization. **Note:** The applicant having third division in academic career shall not be eligible.
6.	**Assistant Professor (BS-19)** Information Technology & Computer Science	02	Regular/TTS **Age Limit:** 25-45 Years	Ph.D in Engineering or Information Technology or Computing or equivalent qualification from an institute or university recognized by Higher Education Commission.

7.	**Lecturer (BS-18)** Botany-02, Chemistry-02, Physics-02, Zoology-02, Management Sciences-02, Mathematics-02, English Literature-02 Islamic Studies-01, Psychology-02, Punjabi-01	18	Regular **Age Limit:** 21-35 Years	**As per HEC policy** For details regarding qualification and eligibility criteria for the post of Lecturer please visit the HEC website. **(www.hec.gov.pk)**
8.	**Lecturer (BS-18)** Information Technology & Computer Science	02	Regular **Age Limit:** 21-35 Years	MS or M.Phil. in Engineering or Information Technology or Computing or equivalent qualification from an institute or university recognized by Higher Education Commission. **Note:** An applicant having third division in academic career shall not be eligible, however, such applicant having the degree of Ph.D. in the relevant field and has not more than one third division in the entire academic career shall be eligible for the post.
9.	**Lecturer (BS-18)** Fine Arts	02	Regular **Age Limit:** 21-35 Years	Bachelor in Fine Arts or Bachelor in Designing (four years) (first division) or equivalent qualification from an institute or university recognized by Higher Education Commission. **Note:** An applicant having third division in academic career shall not be eligible, however, such applicant having the degree of Ph.D. in the relevant field and has not more than one third division in the entire academic career shall be eligible for the post.

ADMINISTRATIVE STAFF

Sr. No	Posts & No. of Posts	No. of Posts	Nature of Post/ Age Limit	Eligibility Criteria
1.	Registrar (BS-20)	01	Contract **Age Limit:** 40-50 Years	(i) (a) Ph.D. or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) eight years' post qualification teaching or administrative or professional experience from a public or private institute or university recognized by Higher Education Commission or public sector organization; **OR** (ii) (a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) ten years' post qualification teaching or administrative or professional experience from a public or private institute or university recognized by Higher Education Commission or public sector organization; **OR** (iii) (a) Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) twelve years' post qualification teaching or administrative or professional experience from a public or private institute or university recognized by Higher Education Commission or public sector organization.
2.	Controller of Examinations (BS-20)	01	Contract **Age Limit:** 40-50 Years	(i) (a) Ph.D. or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) eight years' post qualification teaching or administrative or professional experience from a public or private institute or university recognized by Higher Education Commission or public sector organization; **OR** (ii) (a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) ten years' post qualification teaching or administrative or professional experience from a public or private institute or university recognized by Higher Education Commission or public sector organization; **OR** (iii) (a) Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) twelve years' post qualification teaching or administrative or professional experience from a public or private institute or university recognized by Higher Education Commission or public sector organization.
3.	Treasurer (BS-20)	01	Contract **Age Limit:** 40-50 Years	(i) (a) Ph.D. in Finance or Commerce or Accounting or Auditing or Economics from an institute or university recognized by Higher Education Commission; and (b) eight years' post qualification experience in the relevant field; **OR** (ii) (a) MS or M.Phil. in Finance or Commerce or Accounting or Auditing or Economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) ten years' post qualification experience in the relevant field; **OR** (iii) (a) MBA in Finance or M.Com or ACCA or ACMA or M.Sc. (Second division) in Economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) twelve years' post qualification experience in the relevant field.

4.	Director Purchase & Store (BS-20)	01	Regular
			
			Age Limit: 40-50 Years
				(i) (a) Ph.D. in Management Sciences or Commerce or Economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and
				    (b) eight years' post qualification teaching or administrative or professional experience from a public or private institute or university recognized by Higher Education Commission or public sector organization;
				OR
				(ii) (a) MS or M.Phil. in Management Sciences or Commerce or Economics or Accounts and Audit or equivalent qualification from an institute or university recognized by Higher Education Commission; and
				    (b) ten years' post qualification teaching or administrative or professional experience from a public or private institute or university recognized by Higher Education Commission or public sector organization
				OR
				(iv) (a) MBA in Finance or M.Com or ACCA or ACMA or M.Sc. (Second division) in Economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and
				    (b) twelve years' post qualification teaching or administrative or experience from a public or private institute or university recognized by Higher Education Commission or public sector organization

5.	Deputy Registrar (BS-18)	01	Regular
			
			Age Limit: 25-45 Years
				(i) (a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and
				    (b) three years' post qualification teaching or administrative experience from public or private institute or university recognized by Higher Education Commission or public sector organization;
				OR
				(ii) (a) Master's degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and
				    (b) five years' post qualification teaching or administrative experience from public or private institute or university recognized by Higher Education Commission or public sector organization.

6.	Deputy Controller of Examinations (BS-18)	01	Regular
			
			Age Limit: 25-45 Years
				(i) (a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and
				    (b) three years' post qualification teaching or administrative experience from public or private institute or university recognized by Higher Education Commission or public sector organization;
				OR
				(ii) (a) Master's degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and
				    (b) five years' post qualification teaching or administrative experience from public or private institute or university recognized by Higher Education Commission or public sector organization.

7.	Deputy Treasurer (BS-18)	01	Regular
			
			Age Limit: 25-45 Years
				(i) (a) MS or M.Phil. in Finance or Commerce or Accounting or Auditing or Economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and
				    (b) three years' post qualification experience in the relevant field;
				OR
				(ii) (a) MBA (Finance) or M.Com or ACCA or ACMA or M.Sc.(second division) in Economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and
				    (b) five years' post qualification experience in the relevant field.

8.	Software Engineer (BS-18)	01	Regular **Age Limit:** 25-45 Years	(i) (a) Master's degree or BS (second division) in Software Engineering or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) five years' post qualification experience in the relevant field.
9.	Data Base Administrator (BS-18)	01	Regular **Age Limit:** 25-45 Years	(i) Master's degree or BS (second division) in Computer Science or Information Technology or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) Five years' post qualification experience in the relevant field.
10.	Network Administrator (BS-17)	01	Regular **Age Limit:** 21-35 Years	Master's degree or BS (second division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or university recognized by Higher Education Commission
11.	Assistant Registrar (BS-17)	02	Regular **Age Limit:** **21-35 Years**	Master's degree or ACCA or ACMA or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.
12.	Assistant Controller of Examinations (BS-17)	02	Regular **Age Limit:** 21-35 Years	Master's degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.
13.	Assistant Treasurer (BS-17)	02	Regular **Age Limit:** 21-35 Years	MBA or M.Com or ACMA or ACCA or M.Sc. or (second division) in Economics or equivalent qualification from an institute or university recognized by Higher Education Commission.
14.	Assistant Director Academic (BS-17)	01	Regular **Age Limit:** 21-35 Years	Master's degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.
15.	Assistant Director (Planning and Development) BS-17	01	Regular **Age Limit:** 21-35 Years	Master's degree or BS (second division) in Economics or Engineering or Management Sciences or equivalent qualification from an institute or university recognized by Higher Education Commission.

16.	Assistant Director (Quality Enhancement Cell) (BS-17)	01	Regular **Age Limit:** 21-35 Years	Master's degree or BS (second division) in Social Science or Science or Management Science or equivalent qualification from an institute or university recognized by Higher Education Commission.
17.	Assistant Librarian (BS-17)	01	Regular **Age Limit:** 21-35 Years	Master's degree or BS (second division) in Library and Information Sciences or Information Science or Information Management or equivalent qualification from an institute or university recognized by Higher Education Commission.
18.	Assistant Engineer Civil (BS-17)	01	Regular **Age Limit:** 21-35 Years	(i) B.Sc. (second division) in Civil Engineering or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) Registered with Pakistan Engineering Council as Engineer in Civil.
19.	Assistant Engineer Electrical (BS-17)	01	Regular **Age Limit:** 21-35 Years	(i) B.Sc. (second division) in Electrical Engineering or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) Registered with Pakistan Engineering Council as Engineer in Electrical.
20.	Personal Secretary (BS-17)	01	Regular **Age Limit:** 21-35 Years	(i) Master's degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; (ii) Speed of hundred words per minute of shorthand; (iii) Speed of fifty words per minute of typing on computer in English; and (iv) Sufficient knowledge of computer.

How to Apply

1. Applicants are required to apply online through university job portal **www.gnu.edu.pk/careers** The applicants are also required to submit signed hardcopy/printout of same pre-filled online application form to the **Office of Baba Guru Nanak University Nankana Sahib located at Post Graduate Degree College for Boys Nankana Sahib.** (Fill online application form carefully as no editing will be allowed after submission).
2. The candidates applying for the post of Professor and Associate Professor are required to submit six sets of hard copies of printed On-Line Application form along with six complete sets of testimonials/research publications/certificate of any distinction etc.
3. The applicants are required to print system generated fee challan and deposit job application processing fee as mentioned on challan in any branch of Bank of Punjab.
4. The applicants are required to attach and submit two (02) recent passport size photographs, attested copies of CNIC, domicile, all educational documents/certificates, experience certificates and any other relevant documents along-with **deposit receipt / deposited system generated fee challan worth of Rs. 4000/- for BPS 19 to BPS 21 and Rs.2,500/-for BPS 17 & BPS 18** on or before the closing date.
5. Applications submitted without deposited system generated fee challan will not be entertained. Deposited amount is non-refundable/non-transferable.
6. Closing date for submission of online applications is **03.10.2022** (within office hours). Printed online application form along-with all attached documents must be submitted till **05.10.2022** through courier only.
7. Candidates applying for more than one post shall submit separate application with necessary documents, complete in all respects.
8. Incomplete applications or applications received after due date (even dispatched through courier) will not be accepted.
9. For any Technical Assistance regarding On-Line Application Submission, please call at 0300-1199358 during office hours.

General Information

1. Relaxation in upper age limit may be granted to suitable candidates as per rules.
2. The quota for disable persons, minorities and women will be observed as per rules.
3. Degrees only from HEC recognized Universities/degree awarding Institutions will be considered.
4. Foreign degree holders must submit their equivalence certificate/(s) issued by the HEC, Pakistan.
5. The candidates applying on TTS are requested to submit the soft copies of their research publications.
6. Candidates presently working in Government, Semi Government and Autonomous Bodies must send their applications through proper channel only.
7. For non-teaching posts, applications of candidates having Punjab domicile will be entertained.
8. Only shortlisted candidates will be invited for interview. No TA/DA will be admissible.
9. The University is not responsible if call letters are delayed or not received due to any lapse of courier agency/post office/telephonic message.
10. University reserves the rights to increase/decrease or totally withdraw the vacancies without assigning any reason.
11. University reserves the rights to conduct any test / screening for the shortlisting of candidates.

REGISTRAR
BABA GURU NANAK UNIVERSITY NANKANA SAHIB