



UNIVERSITY OF MIANWALI

SITUATION VACANT

Advertisement No. 04/2022

NON-TEACHING REGULAR POSITIONS

Applications for the following Non-teaching positions on regular basis are invited from Pakistani nationals on the prescribed application form available on the official website of University: <http://www.umw.edu.pk>

S/No.	Post	No. of post	Eligibility Criteria	Age
1	Nurse (BS-16)	01	BS Nursing (second division) or three year diploma in nursing from an institute or a university recognized by the Higher Education Commission.	21 to 35
2	Assistant (BS-16)	02	(i) Master's Degree or BS (Second Division) in any discipline or equivalent qualification from an institute or a University recognized by Higher Education Commission; and (ii) Five years post qualification experience of Microsoft Office.	21 to 35
3	Accountant (BS-15)	01	B. Com. (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission.	18 to 30
4	Hardware Technician (BS-15)	01	(i) Bachelor's degree (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) two years post qualification relevant experience. OR (i) Bachelor's Degree (second division) with PGD in Computer hardware or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) two years post qualification relevant experience.	21 to 35
5	Sub-Engineer(Electrical) (BS-14)	01	DAE (three years) in Electrical Engineering from a recognized institute.	18 to 30
6	Supervisor (Horticulture & Landscaping) (BS-14)	01	Master's Degree or BS (second division) in Horticulture or equivalent qualification from an institute or a university recognized by the Higher Education Commission.	21 to 30
7	Sanitary Supervisor (BS-14)	01	Diploma in Public Health or Sanitation from a recognized Institution.	18 to 30
8	Hostel Warden (BS-14)	01	(i) Master's degree or BS (second division) or equivalent qualification from an institute or a university recognized by the higher Education Commission; and (ii) three years post qualification relevant experience. OR (i) Bachelor's degree (second division) from an institute or a university recognized by the Higher Education Commission; and (ii) five years post qualification relevant experience.	25 to 40
9	Caretaker (BS-14)	01	Bachelor's degree (Second Division) or equivalent qualification from an institute or a University recognized by Higher Education Commission	18 to 30
10	Laboratory Supervisor (BS-13)	01	(i) DAE in relevant field from a recognized Board; and (ii) Five years post qualification relevant experience.	18 to 30
11	Draftsman (BS-13)	01	(i) Diploma (two years) in Civil Draftsman after Secondary School Certificate with Science from recognized institute; and (ii) five years post qualification relevant experience with proficiency in Auto Cad.	18 to 30
12	Electrician (BS-11)	01	(i) Higher Secondary School Certificate (second division) from a recognized board with DAE (three years) in Electrical or equivalent qualification from a recognized institute; and (ii) two years post qualification relevant experience.	18 to 30
13	Junior Clerk (BS-11)	07	(i) Higher Secondary School Certificate (second division) from a recognized Board; (ii) Twenty-five words per minute typing speed on computer in English; and (iii) Proficient in M.S. Office or any other compatible office application.	18 to 30
14	CCTV Technician (BS-11)	01	(i) Higher Secondary School Certificate (second division) from a recognized board; and (ii) Diploma in relevant field from a recognized institute.	18 to 30
15	Store Keeper (BS-11)	01	(i) Higher Secondary School Certificate (second division) from a recognized Board; and (ii) Twenty-five words per minute typing speed in English on computer.	18 to 30
16	Qari (BS-09)	01	(i) Secondary School Certificate (second division) from a recognized Board; (ii) Hifz-e-Quran with Tajweed from a recognized Madrassah; and (ii) Proficient in Qirat.	18 to 30

17	Dispenser (BS-09)	01	(i)Higher Secondary School Certificate (second division) from a recognized Board; and (ii)Diploma in relevant field from a recognized Institute.	18 to 30
18	Tube Well Operator (BS-05)	01	(i)Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii)Two years post qualification relevant experience.	18 to 30
19	Maid (BS -05)	01	Secondary School Certificate (second division) or equivalent qualification from a recognized Board.	18 to 30
20	Driver (LTV) (BS -04)	03	(i)Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii)Valid Light Transport Vehicle License and Public Service Vehicle Driving License; and (iii)Five years post qualification driving experience.	18 to 30
21	Tractor Driver (BS-04)	01	(i)Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii)valid commercial tractor trolley driving license; and (iii)Five years post qualification driving experience.	18 to 30
22	Bus Driver (BS-04)	03	(i)Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii)valid heavy transport vehicle license and public service vehicle license; and (iii)Five years post qualification driving experience.	18 to 30
23	Junior Lab Attendant (BS -01)	04	Secondary School Certificate (second division) with Science from recognized Board.	18 to 25
24	Computer Lab Attendant (BS -01)	02	Secondary School Certificate (second division) with Computer Science from recognized Board.	18 to 25
25	Guest House Attendant (BS 01)	01	Secondary School Certificate (second division) or equivalent qualification from recognized Board.	18 to 25
26	Mess Helper (BS-01)	01	Literate	18 to 25
27	Electrician Helper (BS-01)	01	Literate	18 to 25
28	Plumber Helper (BS-01)	01	Literate	18 to 25
29	Carpenter Helper (BS-01)	01	Literate	18 to 25

MANDATORY INSTRUCTIONS:

- The prescribed application form can be downloaded from the website of University of Mianwali; www.umw.edu.pk
- An appointment shall be made amongst the candidates domiciled in the Punjab province.
- Only short listed candidates where applicable will be called for test/interview.
- Foreign degree holders must provide equivalence certificate issued by the Inter Board Committee of Chairman/Higher Education Commission.
- Application must be accompanied with original deposited Bank Challan copy (can be downloaded from university website) of amount **Rs. 500/- for BS -01 to BS-08 and Rs. 1000/- for BS-09 to BS-16** as processing fee (non-refundable)-
- Candidates who want to apply for more than one post are required to submit separate and complete application along with separate Bank Challan of the required amount.
- Candidates already employed in any Government/Semi Government department or autonomous body must apply through proper channel by due date; otherwise their application shall not be entertained.
- Incomplete application in any respect or application received after the due date will not be entertained.
- Applicants on Quota basis should mention the category of quota as per Government of the Punjab Quota policy rules on the application forms and forward each application separately.
- Application on prescribed form complete and signed in all respect along with necessary documents attached must reach the office of the Registrar on or before 10th October, 2022.
- Age relaxation will be given as per Government of Punjab rules.
- University reserves the rights to fill any position/withhold appointment against any advertised position or to accept/reject any application without assigning any reason.
- University may increase or decrease the number of the post(s) at any time without prior intimation.
- The decision of the university shall remain binding in all cases.

Registrar
University of Mianwali, Mianwali
Phone: 0459-92020