



UNIVERSITY OF JHANG

Advertisement No.01/2022

POSITIONS VACANT

Applications are invited for the following positions Application form can be accessed on University website, (<http://www.uoj.edu.pk>)

NON-TEACHING STAFF

Name of Posts	No. of Posts	Eligibility Criteria/ Age Limit
Assistant (BS-16)	02	<ul style="list-style-type: none">• Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by HEC; and• Five years' experience in Microsoft. <p><i>Age Limit: 21-35</i></p>
Deputy Estate Officer (BS-16)	01	<ul style="list-style-type: none">• Bachelor's degree (Second division) or equivalent qualification from an institute or university recognized by HEC;• Three years' administrative or office experience. <p><i>Age Limit: 21-35</i></p>
Assistant Computer Programmer (BS-16)	03	<ul style="list-style-type: none">• MCS or MIT or MTS (Second division) or equivalent qualification from an institute or university recognized by HEC; <p><i>OR</i></p> <ul style="list-style-type: none">• BSc (Computer Science as major Subject) or equivalent qualification from an institute or university recognized by HEC; and• Four years' experience in the relevant field. <p><i>Age Limit: 21-35</i></p>
Senior Store Keeper (BS-14)	01	<ul style="list-style-type: none">• Bachelor's degree (fourteen years education) (second division) or equivalent qualification from an institute or university recognized by HEC; and• Three years' experience in store keeping. <p><i>Age Limit: 18-30</i></p>
Sanitary Supervisor (BS-14)	01	Diploma in Public Health or Sanitation from recognized institute. <i>Age Limit: 18-30</i>
Computer Technician (BS-11)	02	<ul style="list-style-type: none">• Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and• Diploma in relevant field from a recognized institute. <p><i>Age Limit: 18-30</i></p>
Network Support Assistant (BS-11)	01	<ul style="list-style-type: none">• Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and• Diploma in relevant field from a recognized institute. <p><i>Age Limit: 18-30</i></p>
Junior Clerk (BS-11)	05	<ul style="list-style-type: none">• Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board;• Speed of twenty five words per minute of typing on computer in English; and• Proficient in M.S Office or any other compatible office application. <p><i>Age Limit: 18-30</i></p>
Dispenser (BS-09)	01	<ul style="list-style-type: none">• Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and• Diploma in relevant field from a recognized institute. <p><i>Age Limit: 18-30</i></p>
Dresser (Female) (BS-09)	01	<ul style="list-style-type: none">• Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board;• Nursing Course certificate from a recognized institute; and• Three years' experience in relevant field. <p><i>Age Limit: 18-30</i></p>
Computer Lab Attendant (BS-01)	02	Secondary School Certificate (second division) with Computer Science from a recognized Board; <i>Age Limit: 18-25</i>
Naib Qasid (BS-01)	23	Secondary School Certificate (second division) or equivalent qualification from a recognized Board; <i>Age Limit: 18-25</i>
Bus Conductor (BS-01)	02	Literate <i>Age Limit: 18-25</i>

HOW TO APPLY

1. Candidate should submit an application on a latest prescribed Application Form, clearly mentioning the post for which he/she is applying for, along with demand draft (as processing fee non-refundable) in favour of Treasurer, University of Jhang as per following:

Sr.No.	BPS	Amount
01	BS-06 to BS-16	Rs. 1000/-
02	BS-01 to BS-05	Rs. 500/-

- The candidates are required to submit three (03) sets of application along with attested Copies of degrees, result cards, transcripts, certificates, experience certificates, CNIC, recent photograph, updated Curriculum Vitae (CV), and other relevant documents.
- Experience Certificates, duly issued from the office of the Competent Authority, must be attached. No advantage whatsoever, would be given if Experience Certificates, where applicable are not attached.
- The candidates applying for more than one post shall submit separate Job Application with necessary documents, complete in all respects.
- Incomplete or the applications received after due date (even dispatched through courier) will not be accepted.
- Closing date for submission of job application along-with all relevant documents is **24-11-2022** with in office hours i.e **04:00 PM**.

GENERAL INFORMATION

- Relaxation in upper age limit may be granted to suitable candidates as per rules.
- The quota for disable person, minorities and women will be observed as per rules
- Degree only from HEC recognized Universities / degree awarding institutions will be considered.
- Foreign degree holders must submit their equivalence certificate issued by the HEC, Pakistan.
- Candidates presently working in Government, semi Government and Autonomous Bodies must send their applications through proper Channel or must attach NOC.
- Applications of candidates having Punjab domicile will be entertained.
- Only shortlisted candidates will be invited for interview. No TA/DA will be admissible.
- The Appointment Committee on the basis of performance in the Interview, can recommend any candidate on contract basis or change the nature of post according to the need of the University.
- The University is not responsible if call letters are delayed or not received due to any lapse of courier agency /post office/ telephonic message.
- The University reserves the rights to increase / decrease or totally withdraw the vacancies without assigning any reason.
- The University reserves the rights to conduct any test/screening for the shortlisting of candidates.

DEPUTY REGISTRAR
University of Jhang,

12-KM Chinot Road, Jhang Ph: 047-7671240

IPL-11135