



# THE UNIVERSITY OF AGRICULTURE DERA ISMAIL KHAN

## SITUATION VACANT

### Advertisement No. 02/2022

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 the university (<https://www.uad.edu.pk>)

S.No	Posts/Discipline with BPS	No. of Posts	Qualification/Experience
1	Assistant Director QEC (BPS-17)	01	First division Master's degree (16 Years) in Agriculture Economics, Agriculture, Computer Science, Social Sciences and Management Sciences from HEC recognized University/Institution with 02 years relevant experience.
2	Assistant Director ORIC (BPS-17)	01	A Postgraduate degree from a quality institution in Management/Human Resources/Accounts & Finance or another related field. The ideal person should have six years relevant experience working from research and track record of management of research projects, organization or research donor agencies.
3	Accountant (BPS-16)	01	MBA/M.Com or Equivalent in at least 2 <sup>nd</sup> division from a recognized University OR BBA/B.Com in at least 2 <sup>nd</sup> division from a HEC recognized University with 3 years' experience in the relevant field.
4	Public Relation Officer (BPS-11)	01	Master's Degree in Mass Communication / Journalism or Equivalent at least 2 <sup>nd</sup> Division or Grade C. from a HEC recognized university. Experience of Serving in a recognized university/Government or Semi Government Institution as PRO, or in similar capacity will be regarded as an additional qualification.
5	Junior Clerk (BPS-11)	01	Matriculation with 2 <sup>nd</sup> Division or equivalent qualification from a recognized Board, and a speed of 30 words per minute in typing.
6	Electrician (BPS-07)	01	Matric in at least 2 <sup>nd</sup> division with Electrician's Certificate from a recognized Institution and 2 years relevant experience OR literate with 10 years' experience as electrician.
7	Junior Laboratory Assistant (BPS-05)	02	F.Sc in at least 2 <sup>nd</sup> Division OR Matric with Science in at least 2 <sup>nd</sup> Division and 5 Years' experience in the relevant field.
8	Mali	02	Matriculate in at least 2 <sup>nd</sup> division with 10 years satisfactory service OR Literate with 15 years satisfactory service in the relevant field.
9	Naib Qasid	02	Matriculate in at least 2 <sup>nd</sup> division with 10 years satisfactory service OR Literate with 15 years satisfactory service in the relevant field.
10	Sweeper	01	Matriculate in at least 2 <sup>nd</sup> division OR Literate with 05years relevant experience.



## TERMS AND CONDITIONS

- 1) The interested candidates may forward their applications on prescribed application form along with all relevant documents (Photocopies of academic Certificates / Degrees, DMCs, Domicile Certificate, Experience certificate, and CNIC) dually attested and should reach to this office up to 09th December, 2022 on below address.
- 2) The application form can be downloaded from the official website of the University (<https://www.uad.edu.pk>)
- 3) Applications processing Fee (Non Refundable) of Rs. 2000/- for Serial No.1- 3 and Rs. 1000/- for Serial No. 4-10 shall be deposited in any Bank of Khyber Limited in Account No. 3003771977, Branch (0129). The original receipt must be attached with the application form.
- 4) a. Only DI Khan Division Domiciled can apply for the posts at Serial No.3-6.  
b. Only DI Khan District Domiciled can apply for the posts at Serial No.7-10.
- 5) Incomplete, without Original Bank receipt and applications received after due date will not be entertained.
- 6) Separate application forms shall be submitted for applying more than one post.
- 7) Government/Semi Government/Autonomous bodies employees must submit their application through proper channel. Applications received without NOC from the parent Department shall not be entertained.
- 8) Foreign degree holders must submit equivalence certificate(s) issued by HEC, Pakistan.
- 9) Interview call letters will be issued to short listed candidates only. University will not be responsible for non-receipt or late receipt of call letters.
- 10) Legal action will be taken if any of the submitted documents found fake/tempered.
- 11) All Posts will be filled strictly following HEC, University Statutes, Government of Khyber Pakhtunkhwa rules and/or relevant body. Pay, Allowances and other benefits as admissible under university statutes.
- 12) University reserves the right to increase /decrease/withdraw/not to fill any of the above advertised post(s) or withholds the appointment or interview without assigning any reason.
- 13) The quota for disabled persons and minorities will be observed as per rules.
- 14) No TA/DA will be admissible for test/interview.

**Note: Errors & Omissions, if any, will be subject to rectification by the University.**

**Registrar**

**The University of Agriculture  
Opposite Bahoo Floor Mill near Qureshi Mor, D.I.Khan**

Contact No.  
**(0966.851545)**

INF(P)6727/22