

UNIVERSITY OF KAMALIA
SITUATION VACANT

University of Kamalia, a public sector University, established in September, 2022 invites applications from Pakistani nationals who are not married to a foreign national, on the prescribed form obtainable free of cost on any working day during office hours from the Office of the Vice Chancellor, University of Kamalia and also available on **University Website at <http://www.ukam.com.pk>** for the following posts:-

Post	Required Qualification	Age limit
Personal Assistant (BS-16)	(i) BS (four years) (second division) in English or Management Sciences or Computer Science or Sociology or Public Administration or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) five years' experience in the relevant field.	21 - 35
Assistant (BS-16)	(i) Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) five years' experience in Microsoft Office.	21 - 35
Security Officer (BS-16)	(i) Ex-service man: (a) not below the rank of Subedar Major or equivalent rank from infantry or armor or military police with exemplary service record; or (b) Subedar with two years' experience as Assistant Security Officer in any Security Department; (ii) not be retired from forces on medical grounds or disciplinary grounds; and (iii) two years are not passed after retirement.	30 - 45
Nurse (BS-16)	(i) BS Nursing from an institute or university recognized by Higher Education Commission; and (ii) three years Diploma in Nursing from a recognized institute.	21 - 35
Accountant (BS-15)	B.Com (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.	18 - 30
Stenographer (BS-15)	(i) Bachelor's degree (second division) or equivalent qualification from an institute or university recognized by Higher Education	18 - 30

	Commission; (ii) speed of forty words per minute of typing on computer in English and Urdu; and (iii) speed of eighty words per minute of shorthand.	
Computer Operator (BS-15)	(i) (a) Bachelor's degree (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; (b) three months computer training course or diploma in MS Office from a recognized institute; and; (c) speed of forty words per minute of typing on computer in English; (ii) (a) BCS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) speed of forty words per minute of typing on computer in English.	18 - 30
Sub Engineer (Civil) (BS-14)	Diploma of Associate Engineering in Civil Engineering from a recognized institute.	18 – 30
Sub Engineer (Electrical) (BS-14)	Diploma of Associate Engineering in Electrical Engineering from a recognized institute.	18 – 30
Supervisor (Horticulture & Landscaping) (BS-14)	Master's degree or BS (four years) (second division) in Horticulture or equivalent qualification from an institute or university recognized by Higher Education Commission.	21 - 30
Sanitary Supervisor (BS-14)	Diploma in Public Health or Sanitation from a recognized institute.	18 - 30
Sports Supervisor (BS-14)	(i) (a) BS (four years) (second division) in Physical Education or equivalent qualification from an institute or university recognized by Higher Education Commission; or (b) Bachelor's degree (second division) in Physical Education or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) five years professional experience of coaching.	18 - 30
Hostel Warden (BS-14)	(i) (a) Master's degree or BS (four years) (second division) in the relevant field or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) three years' experience in the relevant field;	25 - 40

	<p>or</p> <p>(ii) (a) Bachelor's degree (second division) from an institute or university recognized by Higher Education Commission; and</p> <p>(b) five years' experience in the relevant field.</p>	
Laboratory Supervisor (BS-13)	<p>(i) Diploma of Associate Engineering in the relevant field from a recognized Board; and</p> <p>(ii) five years' experience in the relevant field.</p>	18 – 30
Imam (BS-12)	Sanad Daras-i-Nizami or Sanad Fazil-i-Arabi with proficiency in qirat.	21 - 40
Junior Clerk (BS-11)	<p>(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board;</p> <p>(ii) speed of twenty five words per minute of typing on computer in English; and</p> <p>(iii) proficient in M.S. Office or any other compatible office application.</p>	18 - 30
Junior Auditor (BS-11)	<p>(i) I.Com or D.Com (second division) from a recognized Board; and</p> <p>(ii) good command in MS Office or relevant software.</p>	18 – 30
Store Keeper (BS-11)	<p>(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and</p> <p>(ii) speed of twenty five words per minute of typing on computer in English.</p>	18 – 30
Electrician (BS-11)	<p>(i) Higher Secondary School Certificate (second division) from a recognized Board;</p> <p>(ii) Diploma of Associate Engineering (three years) (second division) in Electrical or equivalent qualification from a recognized institute; and</p> <p>(iii) two years' experience in the relevant field.</p>	18 – 30
Network Support Assistant (BS-11)	<p>(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and</p> <p>(ii) Diploma in relevant field from a recognized institute.</p>	18 – 30
Dispenser (BS-09)	<p>(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and</p> <p>(ii) Diploma in relevant field from a recognized institute.</p>	18 – 30
Cameraman (BS-09)	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and	18 – 30

	(ii) five years' experience of photography and video recording in broadcast media.	
AC/ Refrigerator Mechanic (BS-09)	(i) Secondary School Certificate (second division) from a recognized Board; (ii) Diploma or Certificate (six months) in electrical work; and (iii) five years' experience in the relevant field.	18 – 30
Telephone Operator (BS-07)	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) three years' experience in the relevant field.	18 – 30
Junior Store Keeper (BS-07)	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) speed of twenty five words per minute of typing on computer.	18 – 30
Book Binder (BS-05)	(v) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (vi) three years' experience the relevant field.	18 – 30
Security Guard (BS-05)	(i) Ex-service man: (a) not below the rank of Lance Naik or equivalent rank from forces; (b) not retired on medical or disciplinary grounds; (c) experience in security matters; and (d) two years are not passed after retirement; or (ii) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (iii) height = 5' 6".	-
Security Guard (Female) (BS-05)	(i) Secondary School Certificate second division) or equivalent qualification from a recognized Board; (ii) height = 5' 2"; and (iii) possess good physical health and physique.	18 – 30
Calligrapher (BS-05)	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) two years' experience in the relevant field.	18 – 30
Cook (BS-05)	(iii) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (iv) two years' experience the relevant field.	18 – 30

Lineman (BS-05)	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) two years' experience in the relevant field.	18 – 30
Tube Well Operator (BS-05)	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) two years' experience in the relevant field.	18 – 30
Plumber (BS-04)	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Diploma in the relevant field from a recognized institute.	18 – 30
Carpenter (BS-04)	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Diploma in the relevant field from a recognized institute.	18 – 30
Driver (LTV) (BS-04)	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) valid Light Transport Vehicle driving license and Public Service Vehicle driving License; and (iii) five years' experience in the relevant filed.	18 – 30
Bus Driver (BS-04)	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) valid Heavy Transport Vehicle driving license and Public Service Vehicle driving license; and (iii) five years' experience in the relevant filed; and	30 – 45
Dispatch Rider (BS-04)	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) valid motorcycle driving license.	18 – 30
Junior Lab. Attendant (BS-01)	Secondary School Certificate (second division) with Science from a recognized Board.	18 – 25
Bus Conductor (BS-01)	Literate.	18 – 25
Bus Cleaner (BS-01)	Literate.	18 – 25
Chowkidar (BS-01)	i. Literate ii. Height of 5' 6''; and iii. Chest of 32' - 34'	18 – 25
Mali (BS-01)	Literate	18 – 25
Khadim Masjid (BS-01)	Literate	18 – 25
Beldar (BS-01)	Literate	18 – 25

Naib Qasid (BS-01)	Secondary School Certificate (second division) or equivalent qualification from a recognized Board.	18 – 25
Sanitary Worker (BS-01)	Literate	18 – 25
Helper (Carpenter) (BS-01)	Literate	18 – 25
Helper (Mason) (BS-01)	Literate	18 – 25
Helper (Plumber) (BS-01)	Literate	18 – 25
Helper (Electrician) (BS-01)	Literate	18 – 25
Helper (Auto Electrician) (BS-01)	Literate	18 – 25
Helper (Auto Mechanic) (BS-01)	Literate	18 – 25
Helper (Painter) (BS-01)	Literate	18 – 25
Helper (Lineman) (BS-01)	Literate	18 – 25
Helper (Cook)(BS-01)	Literate	18 – 25
Mess Helper (BS-01)	Literate	18 – 25
Guest House Attendant (BS-01)	Secondary School Certificate (second division) or equivalent qualification from a recognized Board.	18 – 25

GENERAL CONDITIONS

1. The applications are required **on Prescribed Form alongwith complete biodata/CV** with attested copies of all certificates, degrees, testimonials, detailed marks certificates, experience certificates with specific dates and transcripts.
2. The amount (**non-refundable**) as prescribe below can be deposited in any MCB branch of the country. The applicant shall attach the original credit slip with the application as a proof of payment made in account No.0720930181002449 of MCB Bank University of Agriculture, Faisalabad branch (Code 1688). Please also mention the name of posts and department on credit slip.
 1. For non-teaching posts (BPS5 to 16) = Rs.500/-
 - ii. For non-teaching posts (BPS-1 to 4) = free of cost
3. Persons already employed in any Government or other organizations should submit their applications through proper channel. Advance copies may, however, be sent to save time. The requisite No Objection Certificate from present employer must reach in the Office of the Vice Chancellor, University of Kamalia before or on the last date for receipt of applications or on the date of interview, failing which such candidates will not be allowed to appear for interview.
4. All Government Employees who intend to apply for any post through proper channel shall clarify through the Heads of their Attached Departments that there is no pending enquiry/ out-standing dues against them. Moreover, there are no adverse remarks in any of their Annual Confidential Reports. These conditions are necessary for grant of Departmental Permission Certificate/No Objection Certificate (N.O.C.). The A.C.Rs grading for the last five years may also be recorded in the forwarding letter.

5. Three percent (3%) quota for disabled persons, 5% quota for Minorities (Non-Muslims) and 15% quota for women is reserved. Applicant must identify the quota in his/her application, if he/she is eligible for quota.
6. The University reserves the right;
 - i. not to fill any vacancy without assigning any reason thereof.
 - ii. to short list the candidates where required on the basis of academic qualifications/test as may be prescribed by the University.
 - iii. to increase or decrease the number of vacancies as per need/availability of funds.
7. Incomplete applications or those received after the due date will not be entertained. The applications should reach in the Office of the Vice Chancellor, University of Kamalia by 26.12.2022 before closing of office hours.

**Office of the Vice Chancellor,
Former Quaid-e-Azam Academy for
Educational Development, Kamalia
District Toba Tek Singh**