

KOHSAR UNIVERSITY MURREE

(SITUATIONS VACANT)

Applications are invited at Kohsar University Murree from the Pakistani Nationals for the following posts on contract basis for a period of six-months, (extendable upon satisfactory performance) subject to availability of funds:-

S.No.	Post Title	No. of Posts	Description/Eligibility Criteria
1	Additional Director (Press, Media & Publications) (BS-19)	01	I. PhD in Mass Communication or Media Studies or Journalism or Communication Studies or equivalent qualification from an institute or a university recognized by the HEC; and II. Six years post qualification relevant experience. OR I. MS or M.Phil. (2 nd division) In Mass Communication or Media Studies or Journalism or Communication Studies or equivalent qualification from an institute or a university recognized by the HEC; and II. Eight years post qualification relevant experience. OR I. Master's degree or BS (2 nd division) In Mass Communication or Media Studies or Journalism or Communication Studies or equivalent qualification from an institute or a university recognized by the HEC; and II. Ten years post qualification relevant experience.
2	Additional Director (Purchase & Store) (BS-19)	01	I. MS or M.Phil. In Management Sciences or Commerce or Economics or equivalent qualification from an institute or a university recognized by the HEC; and II. Eight years post qualification relevant experience. OR I. MBA or M.Com. or ACCA or ACMA or M.Sc. in Economics (2 nd division) or equivalent qualification from an institute or a university recognized by the HEC; and II. Ten years post qualification relevant experience.
3	Additional Director (Planning & Development) (BS-19)	01	I. MS or M.Phil. (2 nd division) In Economics or Engineering or Management Sciences or Social Sciences or equivalent qualification from an institute or a university recognized by the HEC; and II. Eight years post qualification relevant experience. OR I. Master's degree or BS (2 nd division) in Economics or Engineering or Management Sciences or Social Sciences or equivalent qualification from an institute or a university recognized by the HEC; and II. Ten years post qualification relevant experience.
4	Additional Director (Sports) (BS-19)	01	I. MS or M.Phil. (2 nd division) in Physical Education Sports Sciences or equivalent qualification from an institute or a university recognized by the HEC; and II. Eight years post qualification experience in organizing various sports at national or international level. OR I. Master's degree or BS (2 nd division) in Physical Education Sports Sciences or equivalent qualification from an institute or a university recognized by the HEC; and II. Ten years post qualification experience in organizing various sports at national or international level.
5	Project Director (BS-19)	01	I. B. Sc. (2 nd division) in Civil Engineering or equivalent qualification from an institute or a university recognized by the HEC. II. Registered with Pakistan Engineering Council as Engineer in Civil; and Twelve years post qualification relevant experience out of which four years' experience shall be related to management of works.
6	Additional Director (Information Technology Services) (BS-19)	01	I. MS or M.Phil. (2 nd division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or a university recognized by the HEC; and II. Eight years post qualification relevant experience. OR I. Master's degree or BS (2 nd division) In Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or a university recognized by the HEC; and II. Ten years post qualification relevant experience.
7	Deputy Provost (BS-18)	01	I. MS or M.Phil. (2 nd division) in any discipline or equivalent qualification from an institute or a university recognized by the HEC; and II. Three years post qualification teaching or administrative experience in public or private institute or a university recognized by the HEC or public sector organization. OR I. Master's degree or BS (2 nd division) or equivalent qualification from an institute or a university recognized by the HEC; and II. Five years post qualification teaching or administrative experience in public or private Institute or a university recognized by the HEC or public sector organization.
8	Deputy Director (Administration & Coordination) (BS-18)	01	I. MS or M.Phil. (2 nd division) in any discipline or equivalent qualification from an Institute or a university recognized by the HEC; and II. Three years post qualification relevant experience. OR I. Master's degree or BS (2 nd division) in any discipline or equivalent qualification from an Institute or a university recognized by the HEC; and II. Five years post qualification relevant experience.

8	Deputy Director (Administration & Coordination) (BS-18)	01	I. MS or M.Phil. (2 nd division) in any discipline or equivalent qualification from an Institute or a university recognized by the HEC; and II. Three years post qualification relevant experience. OR I. Master's degree or BS (2 nd division) in any discipline or equivalent qualification from an Institute or a university recognized by the HEC; and II. Five years post qualification relevant experience.
9	Deputy Director (Purchase & Store) (BS-18)	01	I. MS or M.Phil. in Management Sciences or equivalent qualification from an Institute or a university recognized by the HEC; and II. Three years post qualification relevant experience. OR I. MBA or M.Com. or ACCA or ACMA or M.Sc. in Economics (2 nd division) or equivalent qualification from an Institute or a university recognized by the HEC; and II. Five years post qualification relevant experience.
10	Deputy Director (Planning & Development) (BS-18)	01	I. MS or M.Phil. (2 nd division) in Economics or Engineering or Management Sciences or Social Sciences or equivalent qualification from an Institute or a university recognized by the HEC; and II. Three years post qualification relevant experience. OR I. Master's degree or BS (2 nd division) in Economics or Engineering or Management Sciences or Social Sciences or equivalent qualification from an Institute or a university recognized by the HEC; and II. Five years post qualification relevant experience.
11	Assistant Director (Purchase & Store) (BS-17)	01	I. MBA or M.Com. or ACCA or ACMA or M.Sc. in Economics (2 nd division) or equivalent qualification from an Institute or a university recognized by the HEC;
12	Assistant Director (Planning & Development) (BS-17)	01	I. Master's degree or BS (2 nd division) in Economics or Engineering or Management Sciences or Social Sciences or equivalent qualification from an Institute or a university recognized by the HEC
13	Security Officer (BS-17)	01	I. Bachelor's degree (2 nd division) or equivalent qualification from an Institute or a university recognized by the HEC OR I. Retired commissioned officer from the forces II. Not retired on medical or disciplinary grounds; and III. Two years after retirement are not passed.
14	Transport Officer (BPS-17)	01	I. Master's degree or BS (2 nd division) or equivalent qualification from an Institute or a university recognized by the HEC; and Two years post qualification relevant experience.
15	Personal Secretary (BS-17)	01	I. Master's degree or BS (2 nd division) or equivalent qualification from an Institute or a university recognized by the HEC; II. Hundred words per minute shorthand speed; and III. Fifty words per minute typing speed in English on computer.
16	Protocol Officer (BS-17)	01	I. Master's degree or BS (2 nd division) or equivalent qualification from an Institute or a university recognized by the HEC; II. Two years post qualification relevant experience.

- Applicants are required to apply against the above-mentioned posts on the plain papers along with three copies of CV, attested photocopies of all academic transcripts/experience certificates if any and two most recent passport size photographs.
- The applications should reach the office of the Registrar of the University **10-08-2022**, during office hours, from the date of advertisement.
- Applications must reach through Post/Courier. By-hand submission shall not be entertained.
- Applicants must submit separate application form for each post, if applying for two or more posts.
- Only Punjab domiciled candidates are eligible to apply.
- Application fee (non-refundable) must be accompanied with Demand Draft /Pay Order, of Rs. 2000 for BS-18 & 19, and Rs. 1000 for BS-16 & 17, as processing fee, in favor of Treasurer Kohsar University Murree.
- Candidates already in service of a Government, Semi-Government Department or an Autonomous body must apply through proper channel.
- Applications received after the last date and incomplete applications shall not be entertained.
- Name of the post applied for must be written on the top right corner of the envelope.
- The university reserve the rights not to fill or withdraw any post or withhold the appointment against any advertised post without assigning any reason.
- The university reserve the rights to increase or decrease /abolish any post at any time.
- Only short-listed candidates will be called for the test/interview.
- No. TA/DA will be paid for the purpose.

Registrar

Kohsar University, Admin Block, Kashmir Point, Murree

registrar@kum.edu.pk

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