

VACANCY ANNOUNCEMENT

No. 4/2018

The University of Lakki Marwat intends to fill the vacant positions purely on contract basis, for a period of one year, extendable on satisfactory performance/provision of funds for the next year/till completion of the project.

Administrative/support staff

S/No	Name of Post	Required qualification & experience
1.	Deputy Registrar (BPS-18) No. of Post: 1	First division Master's degree in Human Resource Management with 05 years' experience of Personnel Management in a University or Government Department or Autonomous Organization; OR Second Class Master's degree in Human Resource Management with 10 years' experience of Personnel Management in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent.
2.	Deputy Treasurer (BPS-18) No. of Post: 1	First division M.Com / MBA or Chartered Accountant with 05 years' experience in BPS-17 or equivalent in the relevant field in government or semi government autonomous bodies.
3.	Deputy Controller Examination (BPS-18) No. of Post: 1	First division Master's degree with 05 years' experience, OR Second Class Master's degree with 10 years' experience of teaching and examination work in a University or Board of Intermediate & Secondary Education in Pay Scale 17 or its equivalent.
4.	Assistant Director (P & D) (BPS-17) No. of Post: 1	First division M.A. (Economics)/ Agricultural Economics/M.B.A; with four years' experience in the relevant field in a University or a Government Department or an Autonomous Organization.
5.	Assistant Director (Admin) (BPS-17) No. of Post: 1	First division Master's degree in Business Administration, Agriculture, Economics or its equivalent qualification with 05 years relevant experience in a Government Department or an Autonomous Organization.
6.	Assistant Director (QEC) (BPS-17) No. of Post: 1	First division Master's degree in Agricultural Economics, Agriculture, Computer Science, Social Sciences and Management Sciences (16 years) from HEC recognized University/Institution with 02 years relevant experience.
7.	Assistant Director (Programmer) (BPS-17) No. of Post: 1	First division Master's Degree (16 years) in Computer Science/ IT OR First division BCS/ B.Tech (Hons) (04 years)/ BIT (04 years) degree from HEC recognized University/ Institution with 05 years relevant experience.
8.	Assistant Director Electrical (BPS-17) No. of Post: 1	First division Bachelor or Engineering degree in Electrical Engineering OR Second Class Bachelor of Engineering degree in Electrical Engineering with 05 years professional experience OR 03 years post Matric diploma of Associate Engineer in Electrical Engineering with 10 years' experience in the line.
9.	Assistant Director Procurement (BPS-17) No. of Post: 1	First division Masters or equivalent qualification. OR 2 nd Class Master or equivalent qualification with 05 years practical experience.
10.	Assistant Treasurer (BPS-17) No. of Post: 1	First division M.Com/M.B.A. (with specialization in Finance/ Accounts); with five years' experience in accounts in a University or a Government Department or an Autonomous Organization.
11.	Superintendent (BPS-16) No. of Posts: 3	Master's Degree in at least 2 nd division and 18 years satisfactory service with at least 5 years' service as Assistant in the University. OR Bachelor's Degree in at least 2 nd division and 20 years satisfactory service with at least 5 years' service as Assistant in the University. OR Intermediate in at least 2 nd division and 22 years satisfactory service with at least 5 years' service as Assistant in the University. OR Matric in at least 2 nd division and 24 years satisfactory service with at least 5 years' service as Assistant in the University.
12.	Internal Audit Officer (BPS-16) No. of Post: 1	First division M.Com/M.B.A. (with specialization in Accounts); OR Second Class M.Com/M.B.A. (with specialization in Accounts) with 05 years' experience in accounts in a University or a Government Department or an Autonomous Organization.
13.	Office Assistant (BPS-16) No. of Posts: 2	Second class Bachelor's Degree from a recognized University with at least five years' service as Senior Clerk and Junior Clerk.
14.	PA to Project Director (BPS-16) No. of Post: 1	Bachelor's Degree in at least 2 nd division with a speed of 100 words per minute in Shorthand and 40 words per minute in Typing and at least 3 years' experience as Stenographer. Adequate knowledge of Computer in using MS Office. (The candidates already applied for the post are not required to apply again and their previous applications will be considered).
15.	Security Assistant (BPS-11) No. of Post: 1	Retired J. C. O.
16.	Sub Engineer (Civil) (BPS-11) No. of Post: 1	Diploma of Associate Engineering (Civil) with minimum 02 years' experience in the relevant field.
17.	Library Assistant (BPS-11) No. of Post: 1	Master of Library & Information Sciences in at least 2 nd division from a recognized University OR Bachelor of Library & Information Sciences in at least 2 nd division from a recognized University with three 3 years relevant experience OR Diploma in Library Science from a recognized Institute/ University with 5 years relevant experience.
18.	Lab. Assistant (BPS-7) No. of Posts: 2	Matric with Science in at least 2 nd Division and 7 years' experience in the relevant field in BPS-5 OR FSc in at least 2 nd Division. (Preference will be given to the candidates having qualification in FSc Pre-Medical and ICS.

19.	Telephone Operator (BPS-7) No. of Post: 1	Matric in at least 2 nd division with 3 years' experience as Telephone Operator.
20.	Dispatch Rider (BPS-5) No. of Post: 1	Matric in at least 2 nd division with LTV driving license and two years relevant experience.
21.	Lab. Attendant (BPS-5) No. of Posts: 2	Matric with Science in at least 2 nd Division.
22.	Driver (BPS-5) No. of Posts: 4	Matric in at least 2 nd division with a valid HTV/LTV license and having 5 years' experience of driving heavy transport OR Literate with a valid HTV/LTV license and having 10 years' experience of driving heavy transport.
23.	Chowkidar/Security Guards (BPS-3) No. of Posts: 5	Matriculate in at least 2 nd division with 15 years satisfactory service OR Literate with 20 years satisfactory service in the relevant field. Preference will be given to the candidate:- <ul style="list-style-type: none"> • Retired Defense Forces personnel with good physique. • Maximum age limit not more than 45 years. • Educated persons will be given preference.
24.	Naib Qasid (BPS-3) No. of Posts: 8	Matriculate in at least 2 nd division OR literate with 05 years relevant experience.
25.	Mali (BPS-3) No. of Posts: 6	Matriculate in at least 2 nd division OR literate with 05 years relevant experience.

Conditions to apply:-

1. Application form can be downloaded from the University website: www.ulm.edu.pk.
2. The duly filled application form complete in all respects along-with attested copies of educational testimonials and relevant experience certificates (from Government/Semi-Government/Autonomous bodies), copy of CNIC and two recent passport size color photographs must reach to the office of the undersigned, on or before September 10, 2018.
3. Application processing fee (non-refundable) original bank receipt or bank draft or through online transfer in the bank UBL Lakki Marwat- Branch Code # 0368, Account Number 251252692 (online computerised receipt), for each category (details as given below) in favour of the University of Lakki Marwat, must be attached with the application form.

S/No.	Scale (BPS)	Application Processing Fee
1.	BPS-18	Rs. 2,000/-
2.	BPS-17	Rs. 1,500/-
3.	BPS-16	Rs. 1,000/-

S/No.	Scale (BPS)	Application Processing Fee
4.	BPS-14	Rs. 800/-
5.	BPS-7 to 11	Rs. 600/-
6.	BPS-1 to 5	Rs. 500/-

4. The claim of experience must be supported by experience certificates, appointment letters and pay slips issued by the authorized officer duly attested by a gazetted officer.
5. The Candidates having foreign degrees/certificates must provide equivalency certificate from Higher Education Commission (HEC), Islamabad.
6. Those who will qualify Written/Screening test to be conducted for BPS-3 to BPS-17, will be called for interview.
7. They will be required to produce original documents at the time of interview.
8. Incomplete application forms and those received after the due date, shall be rejected without intimation to the applicant.
9. For multiple posts separate application form each accompanied by a separate application-processing fee should be submitted.
10. No TA/DA shall be admissible for test/interview and only shortlisted candidates will be call for interview.
11. The applicants are required to mention the position applied for on the right corner of the envelope.
12. Only candidates who belong to Bannu Division are eligible to apply for the posts against BPS-6 to 16.
13. Only candidates who belong to District Lakki Marwat are eligible to apply for the posts against BPS-1 to 5.
14. The University reserves the right to increase or decrease (according to the need), cancel or not to fill any of the above posts without assigning any reason.
15. Age will be reckoned as on the closing date of advertisement and age limit will be 18-45 years.

Note: Errors and Omissions, if any shall subject to rectification.



INAM ULLAH KHAN
Registrar
The University of Lakki Marwat