



Office of the Registrar
University of Lakki Marwat

Advertisement No. 1/2021

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University of Lakki Marwat intends to deploy Staff on the following positions, purely on temporary basis (Fixed Pay), initially for a period of six months, extendable based on satisfactory performance to maximum one year. The eligibility criteria shall be as mentioned against each: -

S/No	Name of Post	Required qualification & experience
1.	Deputy Director Works (Executive Engineer) No. of Post: 1	First division B.Sc. Civil Engineering and 05 years experience of constructing buildings and roads in a University or Government Department or an Autonomous Organization in pay scale 17 or its equivalent, or Second Class B.Sc. Civil Engineering and 10 years experience of constructing buildings and roads in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent.
2.	Deputy Treasurer 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.	Assistant Director Database No. of Post: 1	First division Master's Degree (16 years) in Computer Science/IT/MB IT OR First division BCS (04years)/BIT (04 years) degree / B.Tech (Hons) from HEC recognized University/ Institution with 05 years relevant experience.
4.	Assistant Director Planning & Development 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 Administration 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 Registrar (Academics) No. of Post: 1	First division Master's degree, in Human Resource Management/English; with five years' experience of personnel management in a University or a Government Department or an Autonomous Organization.
7.	Assistant Director Network/Network Engineer 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 Web/Webmaster No. of Post: 1	First division Master's Degree (16 years) in Computer Science /IT/Electrical Engineering OR First division BCS (04 years)/ BIT (04 years) degree from HEC recognized University/ Institution with 05 years relevant experience.
9.	Assistant Controller Examination No. of Post: 1	First division Master's degree, or Second Class Master's degree with five years experience of examination work in a University or a Board of Intermediate & Secondary Education.
10.	Assistant Treasurer 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.	Secretary to Vice Chancellor No. of Post: 1	First division Master's degree in Human Resource Management/ Business Administration or Economics, or Agricultural Economics with five years experience of a secretarial job in a University or a Government Department or an Autonomous Organization.
12.	Internal Audit Officer 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.	Personal Assistant No. of Posts: 2	i. Bachelor's Degree in at least 2nd 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. ii. Adequate knowledge of Computer in using MS Office.
14.	Account Assistant No. of Posts: 2	<ul style="list-style-type: none">MBA (Finance) / M.Com / BBA (4 years) with two years of relevant experience, preferably in an NGO/Academic / Research environment.Good communication and interpersonal skills.Knowledge of accounting software desirable.
15.	Key Punch Operator No. of Posts: 5	i. Intermediate in at least 2nd division with Computer Certificate from a recognized Institution. ii. A minimum speed of ten thousand key depressions per hour for punching data entry/verification. iii. At least three years relevant experience
16.	Junior Clerk No. of Posts: 5	i. Matriculation with 2 nd division or equivalent qualification from a recognized Board, and ii. A speed of 30 words per minute in typing (by initial recruitment)

17.	Network Assistant No. of Post: 3	Diploma of Associate Engineer in Computer Science/IT/Electronics from Technical Board with at least 2 nd division and 2 years networking experience OR F.Sc. from BISE with at least 2 nd division and 02 years networking experience.
18.	Photographer No. of Post: 1	i. Matric in at least 2 nd division. ii. Certificate in photography from a recognized Institute. iii. Three years experience in Portrait/ Landscape photography with appropriate knowledge and practice of commercial photography.
19.	Sub Engineer (Civil)/ Quantity Surveyor/Draftsman No. of Post: 2	Diploma of Associate Engineering (Civil) with minimum 02 years' experience in the relevant field.
20.	Store Keeper No. of Post: 1	Bachelor's degree in at least 2 nd division from a recognized University with one year relevant experience OR Intermediate in at least 2 nd division with 2 years relevant experience OR Matric in at least 2 nd division with 3 years relevant experience in Store keeping.

Conditions to apply:-

1. Candidates are required to fill online form on: www.ulm.edu.pk and print it in hard copy.
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 April 30, 2021.
3. Application processing fee (non-refundable) original bank receipt or bank draft or through online transfer in HBL Lakki Marwat Branch (1169), online Account # **11697901661103** in favour of the University of Lakki Marwat, must be attached with the application form.

S/No.	Posts	Application Processing Fee
1.	Ser No. 1 & 2	Rs. 1,500/-
2.	Ser No. 3 to 12	Rs. 1,000/-
3.	Ser No. 13-20	Rs. 800/-

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. The candidates will have to appear in the written test as per Rules/Statutes.
7. Only shortlisted candidates will be called for interview as per Rules/Statutes.
8. They may be required to produce original documents at the time of interview.
9. Incomplete application forms and those received after the due date, may be rejected without intimation to the applicant.
10. For multiple posts separate application form each accompanied by a separate application-processing fee should be submitted.
11. No TA/DA shall be admissible for test/interview and only shortlisted candidates may be call for interview.
12. The applicants are required to mention the position applied for on the top corner of the envelope.
13. Only candidates who belong to Bannu Division are eligible to apply for the posts from Serial 13 to 20.
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