

**UNIVERSITY OF THE PUNJAB**

**SITUATION VACANT**

**APPLY ONLINE (APPLICATIONS OTHER THAN ONLINE SHALL NOT BE ACCEPTED)**

<http://111.68.103.6/nonteaching> Email: [dra2hr@pu.edu.pk](mailto:dra2hr@pu.edu.pk) Phone: (042) 99231108, 99232014

In continuation of the advertisement dated 25.06.2024, applications are invited from Pakistani Nationals for the following posts for appointments in the University of the Punjab, Lahore.

Sr. No	Name of Post	Age	No. of posts	Qualifications & Experience
1.	<b>Deputy Chief Librarian</b> (Regular BS-19)	40	01	<ul style="list-style-type: none"><li>• MLSc/MLISc at least 1<sup>st</sup> div. <b>OR minimum 3:00 CGPA</b> with 12 years' work experience.</li><li>• OR M.PHIL with 10 years' work experience</li><li>• OR Ph.D with 8 year's work experience in a library of <b>National/International</b> repute.</li></ul>
2.	<b>Sr. Librarian (Lahore Campuses)</b> (Regular BS-18)	35	04	<ul style="list-style-type: none"><li>• MLSc/MLISc at least 1<sup>st</sup> div. <b>OR minimum 3:00 CGPA</b> with 8 years' work experience <b>OR</b> M.Phil with 5 years' work experience <b>OR</b> Ph.D with 3 year's experience of library work in a library of National/ International repute.</li></ul>
3.	<b>Sr. Librarian (Gujranwala Campus)</b> (Regular BS-18)	35	01	<ul style="list-style-type: none"><li>• MLSc/MLISc at least 1<sup>st</sup> div. <b>OR</b> minimum 3:00 CGPA with 8 years' work experience <b>OR</b> M.Phil with 5 years' work experience <b>OR</b> Ph.D with 3 year's experience of library work in a library of National/ International repute.</li></ul>
4.	<b>University Engineer Electrical</b> (Regular BS-18)	35	01	<ul style="list-style-type: none"><li>• B.Sc. (second division) in Electrical Engineering or equivalent qualification from an institute or a University recognized by the Higher Education Commission;</li><li>• Registered with Pakistan Engineering Council as Electrical Engineer and</li><li>• Five year's post qualification relevant experience.</li></ul>
5.	<b>Chief Security Officer</b> (on fixed negotiable salary package, Initially for the period of one year) Extendable	-	01	<ul style="list-style-type: none"><li>• Minimum Graduation</li><li>• Pakistani Citizen</li><li>• Preference will be given to the Retired Pak Army / Police Officer</li></ul>
6.	<b>Librarian</b> (Regular BS-17)	30	02	<ul style="list-style-type: none"><li>• MLSc/MLISc at least 1<sup>st</sup> Div. OR Minimum 3:00 CGPA.</li></ul>
7.	<b>Senior Land Officer</b> (Regular BS-17)	30	01	<ul style="list-style-type: none"><li>• M.A/M.Sc./MBA (second division) or equivalent from an institute or a university recognized by the Higher Education Commission; and</li><li>• Five (5) years post qualification relevant experience.</li></ul>
8.	<b>Assistant Staff Officer</b> (Regular BS-14)	25	01	<ul style="list-style-type: none"><li>• B.A./ B.Sc. (Second Division) or equivalent qualification from an HEC recognized University/Institution; and</li><li>• One (1) year experience in the relevant field.</li></ul>
9.	<b>Supervisor Civil</b> (Regular BS-13)	25	01	<ul style="list-style-type: none"><li>• DAE (second division) in Civil Engineering from a recognized institute; and</li><li>• 2 years' experience in the relevant field</li></ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"><li>• FAF.Sc. (second division) or equivalent qualification from an HEC recognized University/ Institution; and</li><li>• Two years' relevant experience.</li></ul>
10.	<b>Patwari</b> (Regular BS-09)	25	01	<ul style="list-style-type: none"><li>• Matriculation examination (second division) or equivalent qualification.</li><li>• Patwar examination passed from the Board of Revenue.</li><li>• Five years' experience of Patwar work in any Government / Semi-Government Organization.</li></ul>
11.	<b>Muezzin-cum-Khadim</b> (Regular BS-05)	25	04	<ul style="list-style-type: none"><li>• Hafiz-e-Quran Preference will be given to Khush-al-Han Qari</li></ul>
12.	<b>Muezzin-cum-Imam</b> (Regular BS-05)	25	01	<ul style="list-style-type: none"><li>• Hafiz-e-Quran Preference will be given to Khush-al-Han Qari</li></ul>

## **TERMS & CONDITIONS:**

1. The advertisement can be viewed on [www.pu.edu.pk/careers](http://www.pu.edu.pk/careers). Interested applicants should apply online through this link <http://111.68.103.6/nonteaching>.
2. **Apply online** (Applications other than online **WILL NOT** be accepted by the University).
3. Candidates are advised to read all terms & conditions and instructions of the Advertisement carefully in order to submit their online applications complete in all respects.
4. The onus/responsibility of the correctness of the data given in the online applications and timely submission will rest absolutely on the candidate.
5. The Candidates should fill out the Online Form carefully in the light of the Guidelines and Instructions mentioned in the Advertisement for the said posts.
6. Candidates will not be allowed to apply after the Closing Date fixed for the receipt of applications, in any case. On the closing date, the online application portal will be closed at **4:00 pm**.
7. The candidates are required to ensure that:-
  - a. No column of web-generated Application Form is left blank.
  - b. All the candidates are required to submit one hard copy (duly signed) of online Application Form along with updated CV, attested copies of Degrees/certificates/ testimonials/ photographs (1 x 1), etc.
8. In case, the candidate is a Government Servant, a Departmental Permission Certificate / NOC issued by the Competent Authority of the concerned Department is required to be produced along with hard copy of Application Form. Any application without Departmental Permission Certificate / NOC shall be rejected.
9. If the candidate who has applied after taking NOC from his parent department/ Institution/ University and got selected in any other department/ Institution/ University during the process of selection, he/she would be required to send immediately an NOC from the new employer, failing which the application will be rejected ab-initio.
10. The age, qualification, experience, and other credentials of the candidates prescribed in the relevant Service Rules and Advertisement should be completed in all respects on or before the Closing Date fixed for such post(s).
11. Applications of candidates, whose result is not officially announced by the Controller of Examination of a Board/ University on or before the closing date, shall not be considered.
12. Instructions issued by the Higher Education Commission or Higher Education Department, Government of the Punjab or University from time to time shall be followed in true letter and spirit.
13. All HEC / HED rules / policies shall be applicable for such appointments.
14. The University shall accept degrees/certificates/diplomas of those Foreign Universities only which have been recognized by Higher Education Commission (HEC) of Pakistan, Pakistan Medical & Dental Council (PMDC), Pakistan Engineering Council (PEC), Pakistan Nursing Council (PNC), Inter Board Committee of Chairmen (IBCC) or any other Competent Agency/Authority. Foreign degree holders must provide equivalence certificate issued by the HEC along with application form. Master's Degree (foreign) means Master's degree awarded by the chartered foreign University for which HEC has granted its equivalence with Pakistan's MS/MPhil or 18 years of education.
15. The equivalence of foreign and local academic qualifications as laid down by the Higher Education Commission (HEC) of Pakistan, Pakistan Engineering Council (PEC) or other Competent Authority shall be accepted only. In case a candidate claims that his/her qualification is equivalent to the prescribed qualification, he/she will be required to submit equivalence of his/her qualification issued by the Competent Authority before closing date or during the period as extended for the purpose by University. If a candidate fails to submit Equivalence Certificate issued by the Competent Authority before closing date or whenever asked by the University, his/her candidature shall be cancelled. Candidates who claim equivalence of a foreign/ domestic degree with the prescribed educational qualifications of post, must at the time of submission of requisite documents, enclose certificate/proof of such equivalence of degrees/ diplomas/ certificates issued by the competent authority e.g. Higher Education Commission/ Pakistan Engineering Council/Pakistan Council of Architects & Town Planners /Pakistan Nursing Council/Pakistan Medical and Dental Council/Inter Board Committee, along with their translation in Urdu/English. Otherwise their applications will be liable to rejection, and no subsequent claim on this account will be accepted by the University.

16. For the purpose of counting of experience of the candidates, the following criteria will be applied: -
- Experience where required for determination of eligibility for a post, a candidate shall have to produce documentary evidence in support of his/her claim.
  - Experience of Government Service shall only be accepted if the Certificate is issued by the concerned Appointing Authority/ Person Authorized to do so.
  - Experience in private entities shall be accepted only if such entity is registered with SECP, Registrar of Firms or any other Regulatory Authority of the Government of Pakistan.
  - Only that particular/professional experience shall be considered which has been acquired in the relevant area while working in Public Sector or recognized institutions in the Private Sector.
  - Experience certificate in respect of Contract, Current Charge, Acting Charge and Ad-hoc Appointment, issued by the Appointing Authority under the rules shall be accepted.
  - In case where Experience is a Pre-requisite, it shall be counted only post qualification experience, if not otherwise prescribed.
  - Experience in a general specialty shall not be considered relevant as experience in a specific specialty prescribed for a post.
  - Post qualification experience' means the experience gained in a regular full time paid job including experience of contract services and that of the on job training subject to its relevancy acquired after attaining the requisite/ minimum advertised qualifications.
  - The experience as part time, honorary/ self-employed and apprentice/ internee/research scholar will not be considered/ counted as experience.
  - Experience from Firms/ Companies/ Institutions/ Organizations/ Banks/ NGOs etc., will be accepted if these are well known nationally or internationally, have appropriately been registered/ incorporated with concerned government department/ institution for doing business, maintain office (s) and have proper registration number/ reference number, where applicable.
17. Applications shall **ONLY** be received through mail/courier service within the due date.
18. By-hand applications, incomplete applications, or applications received after the deadline **WILL NOT** be Accepted/Considered in any case.
19. Applications with incomplete documents during the receipt of hard copies and applications with incorrect information intentionally or unintentionally during online submission will be rejected without assigning any reason.
20. In case any information provided by the Candidate in his/her application form is found to be incorrect or false at any stage, he/she will be disqualified and action will be taken under the Rules.
21. Only short listed candidates will be called for test/interview.
22. No TA/DA will be given to the candidates called for the test/ interview.
23. Higher qualifications/experience will be preferred.
24. Relaxation in age shall be given as per the policy of the Government. of the Punjab.
25. Government. Quotas will be observed as per rules.
26. It is mandatory for Candidates to deposit the fee (non refundable) as required in the Advertisement in any Branch of HBL or UBL. The fee must be deposited on the prescribed challan form to be generated on-line and original Receipt must be provided along with hard copy of application form. Candidates applying for each post are required to deposit the fee as required before or on the closing date. No Bank Draft or Pay Order or Cheque or any such instrument will be accepted as fee by the University. Applications forms received without fee deposit receipts shall be rejected.
- a. Candidates applying for the post(s) from Sr. No. 1 to Sr. No. 7 are required to deposit an amount of **Rs. 3000/-**
  - b. Candidates applying for the post(s) from Sr. No. 8 to Sr. No. 9 are required to deposit an amount of **Rs. 1000/-**
  - c. Candidates applying for the post(s) from Sr. No. 10 to Sr. No. 12 are required to deposit an amount of **Rs. 500/-**
27. Candidates, who wish to apply for more than one post, must apply separately and pay separate processing fee for each post.

<b>SCHEDULE FOR SUBMISSION OF APPLICATIONS</b>	<b>START DATE</b>	<b>CLOSING DATE</b>	On the Closing date, Online Application Portal will be closed at <b>4:00 pm</b>
<b>ALL POSTS</b>	<b>25.06.2024</b>	<b>26.08.2024</b>	

28. The University reserves the rights to increase/ decrease the number of advertised post(s), not to fill /withdraw any post(s), withhold the appointment against any advertised post(s) without assigning any reason.
29. The hard copies of on-line application form, complete in all respect with signature of the applicant along with attested copies of degrees/certificates/CNIC/testimonials/ Experience Certificates and recent photograph (1x1), should reach in the office of the Registrar (Administration Branch-II, Admin Block, Room No. 33), University of the Punjab Quaid-i-Azam Campus, Lahore, during office hours, on or before the closing date of advertisement through registered post/courier service. No application shall be received by hand. No extra time will be allowed for postal transit etc. All correspondence during Selection procedure shall be made through given email address/phone numbers.

**DR. AHMAD ISLAM**  
REGISTRAR