

UNIVERSITY OF THE PUNJAB

SITUATION VACANT

ADVERTISEMENT NO. 9/2026 (ON FIXED PAY BASIS)

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

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

Applications are invited from highly accomplished, dynamic, qualified, and motivated Pakistani Nationals for the following post for appointment as Network Assistant (BS-17) **On Fixed Lump Sum Pay for a period of one year (extendable on satisfactory performance till the project duration): -**

Sr. No.	Name of Post	Department / Campus	Age Limit	No. of Posts	Eligibility Requirements (Qualifications & Experience)
1.	NETWORK ASSISTANT (BS-17) (FIXED LUMP SUM PAY OF RS. 99,500/- PER MONTH)	PU Pothohar Campus	Up to 30 Years	01	BS CS (4 years), BS IT (4 years), BS SE (4 years), MCS, M.Sc IT or equivalent qualification from HEC accredited Institute / University. Minimum 3 years or experience in LAN & WAN design and management in a Public/Private sector organization having a large number of nodes. Hands on expertise in ADS, DNS, DHCP, SAMBA, FTP, Apache, ISA, Exchange, Email and Proxy servers on windows and UNIX/Linux Platform. Should have excellent in Cisco switches and routers configuration. Very good hands on network troubleshooting/ performance issues in Windows / Linux systems, Backup and Recovery tools, Windows Installation.

GENERAL/ MANDATORY INSTRUCTIONS/ TERMS & CONDITIONS

APPLICATION:

- The advertisement can be viewed on www.pu.edu.pk/careers. Interested applicants should apply online through this link: <http://111.68.103.6/nonteaching>.
- Apply on-line** (Applications other than online **WILL NOT** be accepted by the University).
- 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.
- The onus/responsibility of the correctness of the data given in the online applications and timely submission will rest absolutely on the candidate.
- Candidates should fill out the Online Form carefully in light of the Guidelines and Instructions mentioned in the Advertisement for the said post.
- The candidates should submit their personal valid E-mail address and personal Mobile number at the time of submission of their online application. All correspondence shall be made by the given email address/phone numbers only.
- Candidates shall 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 close at **4:00 p.m.**
- The candidates are required to ensure that: -
 - No column of the web-generated Application Form is left blank.
 - All the candidates are required to submit one hard copy (duly signed) of the online Application Form along with updated CV, attested copies of Degrees/certificates/ testimonials/ photographs (1 x 1), etc.
- 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 a hard copy of the Application Form. Any application without a Departmental Permission Certificate / NOC shall be rejected.
- 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 an NOC from the new employer immediately, failing which the application shall be rejected ab initio.
- The age, qualification, experience, and other credentials of the candidates prescribed in the Advertisement should be completed in all respects on or before the Closing Date fixed for such post(s).
- The prescribed educational qualifications and valid registration with PEC/PMDC/PNC and such other institutions where applicable must have been acquired on or before the closing date for submission of applications.
- 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.
- Instructions issued by the Higher Education Commission or Higher Education Department, Government of the Punjab, or the University from time to time shall be followed in true letter and spirit.
- 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.
- Applications shall **ONLY** be received through registered post/courier service within the due date.

17. By-hand applications, incomplete applications, or applications received after the deadline **SHALL NOT** be accepted/considered in any case.
18. 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.
19. Incomplete applications (in any case) shall not be entertained.
20. Only shortlisted candidates will be called for the test/interview.
21. No TA/DA will be given to the candidates called for the test/ interview.
22. Relaxation in age shall be given as per the policy of the Government of the Punjab.
23. Government Quotas will be observed as per the rules.
24. 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.

FEE:

25. It is mandatory for Candidates to deposit the fee (non-refundable) as required in the Advertisement in any Branch of HBL or UBL.
26. The fee must be deposited on the prescribed Challan form to be generated online, and the original Receipt must be provided along with a hard copy of the application form.
27. Candidates who wish to apply for more than one post must apply separately and pay a separate processing fee for each post.
28. Candidates applying for each post are required to deposit the separate processing fee as required in the advertisement before or on the closing date in the following manner:
a. Candidates applying for the post(s) Sr. No.1 are required to deposit an amount of Rs. 3000/-.
29. No Bank Draft, Pay Order, or Cheque, or any such instrument will be accepted as a fee by the University.
30. Application forms received without fee deposit receipts shall be rejected.

FOREIGN DEGREES/DIPLOMAS:

31. The University shall accept degrees/certificates/diplomas of those Foreign Universities only which have been recognized by the 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.
32. Foreign degree holders must provide an equivalence certificate issued by the HEC along with the application form.
33. Only Master's degree awarded by a chartered foreign University, for which HEC has granted its equivalence with Pakistan's MS/MPhil or 18 years of education, shall be accepted.

EQUIVALENT QUALIFICATION:

34. 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.
35. In case a candidate claims that his/her qualification is equivalent to the prescribed qualification, he/she will be required to submit the equivalence of his/her qualification issued by the Competent Authority before the closing date or during the period as extended for the purpose by the University.
36. If a candidate fails to submit an Equivalence Certificate issued by the Competent Authority before the closing date or whenever asked by the University, his/her candidature shall be cancelled.
37. 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.

EXPERIENCE WHERE SO REQUIRED/MANDATORY:

38. 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 the 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 Prerequisite, it shall be counted only post-qualification experience, if not otherwise prescribed.
 - Experience in a general specialty/subject shall not be considered relevant as experience in a specific specialty/subject prescribed for a post.

- 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 the concerned government department/ institution for doing business, maintain office (s), and have a proper registration number/ reference number, where applicable.
- Post qualification experience means the experience gained in a regular full-time paid job, including experience of contract services and that of the on-the-job training, subject to its relevance acquired after attaining the requisite/ minimum advertised qualifications.

NOTE:

39. The above-mentioned post is purely on a Fixed Lump Sum Pay Basis, and the hired/selected candidates/staff shall neither have any right of regular appointment nor shall such appointment be regularized under any circumstances. Further, they will not have any right to sue a case in any Court of Law for their hiring/continuation/firing/regularization or any other reason related to their further engagement or termination under any circumstances.
40. 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/NOCs where applicable 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 the Selection procedure shall be made through the given email address/phone numbers.

SCHEDULE FOR SUBMISSION OF APPLICATIONS	START DATE	CLOSING DATE	On the Closing date, the Online Application Portal will be closed at 4:00 pm.
POST	30.07.2026	31.08.2026	

Dr. Ahmad Islam
Registrar