



CAREER OPPURTUNITY

Applications are invited on prescribed Application Form to be downloaded from the University of Malakand website (www.uom.edu.pk) from eligible Pakistani nationals for the following position(s) of the Project (Establishment of Women sub-Campus at Batkhela, University of Malakand), purely on fixed/project-based contract, for a period of one year (extendable till completion of the project as per PC-I, depending upon satisfactory performance):

1. Project Management Unit

S.No.	Name of Post	No. of Post(s)	Minimum Qualification/Experience
01	Assistant Engineer (PPS-07)	01	First division M.Sc. degree in Civil Engineering from a recognized University, with Five years' experience of constructing buildings and roads
02	Project Accountant (PPS-07) (equivalent to Asst Director Finance)	01	First division M.Com/M.B.A. (with specialization in Finance/Accounts) with five years experience in accounts in a University or Government Department or an Autonomous Organization
03	Assistant / Office Assistant (PPS-06)	01	Second class Bachelor's Degree from a recognized University
04	Attendant (PPS-02)	01	Matriculate in at least 2 nd Division, having ten years' experience in relevant field

2. Faculty Positions

S.No.	Name of Post	Discipline	No. of Post(s)	Minimum Qualification/Experience
01	Assistant Professor (Equivalent to BPS-19)	English	02	As per Higher Education Commission's criteria, available on HEC website: http://www.hec.gov.edu.pk
		Psychology	01	
		Islamic Studies	01	
		Economics	01	
		Education	01	
02	Lecturer (Equivalent to BPS-18)	English	02	As per Higher Education Commission's criteria, available on HEC website: http://www.hec.gov.edu.pk
		Psychology	02	
		Islamic Studies	02	
		Economics	01	
		Education	01	
		Sociology	01	
		Mathematics	01	
Computer Sciences/IT	01			

3. Administrative Positions

S.No.	Name of Post	No. of Post(s)	Minimum Qualification/Experience
01	Assistant Administrative Officer (Equivalent to BPS-17)	01	First division Master's degree in Business Administration/Agriculture/Economics or equivalent qualification with 05 years relevant experience in a Government Department or an Autonomous Organization
02	Assistant Provost Female (Equivalent to BPS-17)	01	First division degree with Five years' experience of Hostel Management/Students' Affairs in a University or post graduate educational institution
03	Assistant Director Finance (Equivalent to BPS-17)	01	First division M.Com/MBA (with specialization in Finance/Accounts) with five years' experience in accounts in a University or a Government Department or an Autonomous Organization.
04	Assistant Director Works (Equivalent to BPS-17)	01	BSc 1st Class in Civil Engineering from HEC recognized University/Institute
05	Resident Warden (Female) (Equivalent to BPS-17)/ Resident Assistant Warden	01	First division Master degree with five years experience of Hostel Management/Students Affairs in a University or post graduate educational institution
06	Assistant Registrar (Equivalent to BPS-17)	01	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
07	Network Administrator (Equivalent to BPS-17) /Assistant Director Networks	01	First division Master's Degree (16 years) in Computer Science/ IT/ OR First division BCS/ B.Tech (Hons) (04years)/ BIT (04 years) degree from HEC recognized University/Institution with 05 years relevant experience.

08	Accountant (Equivalent to BPS-16)	01	MBA/M.Com in at least 2nd division from a recognized University OR BBA/B.Com in at least 2nd division from a recognized University with 3 years experience in the relevant field
09	Assistant Engineer (Equivalent to BPS-16)	02	First division M.Sc. degree in Civil Engineering from a recognized University, with Five years Experience of constructing buildings and roads
10	Assistant Warden (Female) (Equivalent to BPS-16)	01	Master's Degree/LLB in at least 2 nd division from a recognized University OR Bachelor's degree in at least 2 nd division from a recognized University with 3 years experience in hostel management/ administration
11	Junior Clerk (Equivalent to BPS-11)	10	Matriculation with 2 nd division or equivalent qualification from a recognized Board, and a speed of 30 words per minute in typing
12	Driver (Equivalent to BPS-05)	10	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
13	Electrician (Equivalent to BPS-02)	02	Matric in at least 2nd division with Electrician's certificate from a recognized Institute and 2 years relevant experience OR literate with 10 years experience as electrician.
14	Naib Qasid (Equivalent to BPS-02)	05	Matriculate in at least 2nd division OR literate with 05 years relevant experience.
15	Conductor/Helper (Equivalent to BPS-02)	05	
16	Sweeper (Equivalent to BPS-02)	05	
17	Hostel Bearer (Female) (Equivalent to BPS-02)	03	
18	Mali (Equivalent to BPS-02)	03	
19	Cook (Male/Female) (Equivalent to BPS-02)	04	i. Preferably literate with at least 5 years experience of working in reputable hotels. ii. Educated persons will be given preference. iii. Age limit 18 – 30 years
20	Security Guard (Equivalent to BPS-02)	28	Retired Defense Forces personnel with good physique (<i>Educated persons will be given preference</i>)

General Instruction/Terms and Conditions:

- Attested copies of all educational certificates, degrees, diplomas, transcripts/DMCs, PEC Registration Card, Domicile, CNIC, Experience Certificates and other testimonials, three recent passport size photographs be attached with the prescribed Application Form. A bank draft or receipt/slip of NBP, University of Malakand Campus Branch (Non-refundable) of Rs. 2,000/- (for post equivalent to BPS-17 to 19 & PPS-07 to 09), Rs. 500/- (for post equivalent to BPS-16 & PPS-06) and Rs. 350 (for post equivalent to BPS-02 to 11 & PPS-02) in favor of the Director Finance, University of Malakand shall also be attached
- Candidates serving in Government/Semi Government/Autonomous Organizations/Institutions must apply through proper channel with an NOC, otherwise their application forms will be rejected
- Candidates applying to more than one post shall have to submit separate application forms along with application processing fee, in a separate envelop clearly mentioning the position to applied for on upper right corner of the envelop.
- Applications on prescribed form complete in all respect should reach the office of the Deputy Registrar (Meetings) latest by September 20, 2021 Incomplete applications and those received after due date will not be entertained.
- Appointment on the posts shall be made as per territorial jurisdiction devised under the Khyber Pakhtunkhwa Universities Act
- The University will not be responsible for any delay or non-receipt of call letters for test/interview and the matter should be settled with the concerned post office or courier service
- 2% (PWD) quota in the above all categories will be reserved for disabled persons only. Disable candidates applying, must attach special CNIC, Disability Certificate issued by the Provincial Council for Rehabilitation of Disabled persons as well as a certificate from the respective Medical Superintendent/Medical Board showing therein the specific disability and both the certificates must be issued before the closing date of this advertisement
- No TA/DA will be paid for test/interview
- The University reserves the right to increase/decrease the number of posts or to cancel them without showing any reason
- Errors/omissions (if any) will be rectified by the University as per rules
- Female applicants are encouraged to apply and will be given due preference
- Age limit is 18-45 years

**Project Coordinator (Establishment of Women sub-Campus at Batkhela)
University of Malakand**