



UNIVERSITY OF NAROWAL

University of Narowal



Applications are invited for Academic posts from Pakistani nationals (male / female) who are dynamic, dedicated and competent professionals in the relevant fields and would like to serve in a newly established public sector university located at Narowal, Pakistan.

Sr.	Name of Post	BS (Regular)	No. of Posts	Age Limit (Years)	Qualification
1	Additional Director (Research, Innovation & Commercialization) (ORIC)	19	1	35-50	<p>(i) PhD in any discipline from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Six years post qualification teaching or administrative or professional relevant experience in a public or private institute or university recognized by the Higher Education Commission.</p> <p style="text-align: center;">OR</p> <p>(i) MS or M.Phil. (second division) in any discipline from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Eight years post qualification teaching or administrative or professional relevant experience in a public or private institute or university recognized by the Higher Education Commission.</p>

2	Additional Director (Quality Enhancement Cell)	19	1	35-50	<p>(i) MS or M.Phil. (second division) in Management Sciences or Social Sciences or Sciences or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Eight years post qualification administrative or professional relevant experience in a public or private institute or university recognized by the Higher Education Commission.</p> <p style="text-align: center;">OR</p> <p>(i) Master's degree (second division) in Management Sciences or Social Sciences or Sciences or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Ten years post qualification administrative or teaching relevant experience in a public or private institute or university recognized by the Higher Education Commission.</p>
3	Additional Director (Academics)	19	1	35-50	<p>(i) MS or M.Phil. (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Eight years post qualification administrative or teaching or professional experience in a public or private institute or university recognized by the Higher Education Commission.</p> <p style="text-align: center;">OR</p> <p>(i) Master's degree (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Ten years post qualification administrative or teaching or professional relevant</p>

					experience in a public or private institute or university recognized by the Higher Education Commission.
4	Deputy Treasurer	18	1	25-45	<p>(i) MS or M.Phil. (second division) in Finance or Commerce or Accounting or Auditing or Economics or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Three years post qualification relevant experience.</p> <p style="text-align: center;">OR</p> <p>(i) MBA in finance or M.Com. or ACCA or ACMA or M.Sc. (second division) in economics or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Five years post qualification relevant experience.</p>
5	Deputy Controller of Examinations	18	1	25-45	<p>(i) MS or M.Phil. (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Three years post qualification teaching or administrative or professional experience in public or private institute or a university recognized by Higher Education Commission or public sector organization.</p> <p style="text-align: center;">OR</p> <p>(i) Master's degree (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Five years post qualification teaching or administrative or professional experience in public or private institute or a university recognized by Higher Education</p>

					Commission or public sector organization.
6	Deputy Director (Purchase & Store)	18	1	25-45	<p>(i) MS or M.Phil. (second division) in Management Sciences or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Three years post qualification relevant experience.</p> <p style="text-align: center;">OR</p> <p>(i) MBA or M.Com. or ACCA or ACMA or M.Sc. (second division) in Economics or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Five years post qualification relevant experience.</p>
7	Assistant Registrar	17	2	21-35	Master's degree or ACMA or ACCA (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
8	Assistant Treasurer	17	2	21-35	MBA or M.Com. or ACMA or ACCA or M.Sc. (second division) in Economics or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
9	Assistant Controller of Examinations	17	2	21-35	Master's degree (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
10	Financial Aid & Scholarship Officer	17	1	21-35	BS (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
11	Transport Officer	17	1	21-35	<p>(i) Master's degree (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission.</p> <p>(ii) Two years post qualification relevant experience.</p>
12	Assistant Director (Career Counseling Centre)	17	1	21-35	Master's degree (second division) or equivalent qualification from an institute or a university recognized

					by the Higher Education Commission.
13	Security Officer	17	1	21-35	Bachelor's degree (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission. OR (i) Retired commissioned officer from the Forces; (ii) Not retired on medical or disciplinary grounds; and (iii) Two years after retirement are not passed.
14	Nurse	16	01	21-35	BS Nursing (second division) or three years diploma in Nursing from an institute or university recognized by the Higher Education Commission.
15	Accountant	15	01	18-30	B. Com (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
16	Computer Operator	15	16	18-30	(i) Bachelors' degree (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission; (ii) Six months computer training course or diploma in MS office from a recognized institute; and (iii) Forty words per minute typing speed on computer in English OR (i) BCS (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) Forty words per minute typing speed on computer in English
17	Graphic Designer	14	01	21-35	(i) MA (second division) in Graphic Design or BFA (second division) in Graphic Design or equivalent qualification

					<p>from an institute or a university recognized by the Higher Education Commission.</p> <p style="text-align: center;">OR</p> <p>(i) Diploma in Graphic and Printing or equivalent qualification from a recognized institute; and</p> <p>(ii) Three years post qualification relevant experience.</p>
18	Senior Store Keeper	14	01	18-30	<p>(i) Bachelors' degree (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Three years post qualification relevant experience</p>
19	Library Assistant	14	01	18-30	<p>(i) Bachelors' degree (second division) with Library Science or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Three years post qualification relevant experience</p> <p style="text-align: center;">OR</p> <p>(i) Higher Secondary School Certificate (second division from a recognized Board</p> <p>(ii) Certificate in Library Science;</p> <p>(iii) Five years post qualification relevant experience ; and</p> <p>(iv) Knowledge of Computer</p>
20	Sanitary Supervisor	14	01	18-30	Diploma in Public Health or Sanitation from a recognized Institute
21	Generator Operator/Technician	14	01	21-35	(i) Diploma (three years) in relevant technology from the Board of Technical Education or any

					recognized institution; and (ii) With one year experience in the relevant field
22	Junior Clerk	11	20	18-30	(i) Higher Secondary School Certificate (second division) from a recognized board; (ii) Twenty-Five words per minute typing speed on computer in English; and (iii) Proficient in M.S. Office or any other compatible office application
23	Cook	05	02	18-30	(i) Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; and (ii) Two years post qualification relevant experience
24	Auto Mechanic	05	02	18-30	(i) Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; and (ii) Diploma in the relevant field from a recognized Institute.
25	Carpenter	04	01	18-30	(i) Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; and (ii) Diploma in the relevant field from a recognized Institute.
26	Bus Driver	04	05	18-30	(i) Middle or equivalent qualification from a recognized Board. (ii) Valid heavy transport vehicle license and public service vehicle driving license; and (iii) Five years post qualification driving experience.
27	Driver (LTV)	04	05	18-30	(i) Middle or equivalent qualification from a

					<p>recognized Board.</p> <p>(ii) Valid light transport vehicle license and public service vehicle driving license; and</p> <p>(iii) Five years post qualification driving experience.</p>
28	Plumber	04	02	18-30	<p>(i) Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; and</p> <p>(ii) Diploma in the relevant field from a recognized Institute.</p>
29	Computer Lab Attendant	01	02	18-25	Secondary School Certificate (Second Division) with Computer Science from a recognized Board.
30	Naib Qasid	01	10	18-25	Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board.
31	Bus Conductor	01	05	18-25	Literate

General Information:

- i. Application forms can be downloaded from the website of University of Narowal (www.uon.edu.pk).
- ii. Last Date for submission of application is **05-06-2024**
- iii. Application must reach in the Office of the Registrar, University of Narowal on or before due date.
- iv. Application form along with attested photocopies of all the relevant documents, CNIC, one recent photograph, degrees / marks sheets, experience certificates must be attached with the application form.
- v. The applicants are also required to submit a demand draft / pay order / Bank Challan of following amount in favor of "Treasurer, University of Narowal" payable at Bank of Punjab, University of Narowal (Branch Code 0061) along –with application (Postal Orders are not acceptable):
 - **Rs. 2000/- for BS-19**
 - **Rs. 1000/- for BS-18 and BS-17**
 - **Rs. 800/- for BS-16**
 - **Rs. 500/- for BS-15 to BS-05**
 - **Rs. 300/- for BS-04 to BS-01**
- vi. **The candidates who have already applied against the previous advertisements against IPL No. 4661 and 4139 in 2021 are required to apply fresh dossier / application with copy of application fee processing receipt (in case of provision of the application processing fee deposit receipt, no fee payment is required)**
- vii. Name of the post applied for must be mentioned on top right corner of the envelope.
- viii. For all posts only HEC recognized Degrees, Degrees / Certificates awarded by Boards of Intermediate and Secondary Education will be considered.
- ix. Foreign Degree holders must provide equivalence certificate issued by Higher Education Commission (HEC) Pakistan.
- x. Candidates presently working in Government, Semi-Government, Autonomous bodies will be required to submit relieving certificate from the employer at the time of joining.
- xi. Only shortlisted candidates will be called for interview. A written test can be taken where needed.
- xii. Relaxation in upper age limit may be granted as per the Government / University rules.
- xiii. Quota (Women, Disables and Minorities) will be applicable as per Government / University rules.

- xiv. No TA/DA will be admissible for test / interview.
- xv. University will not be responsible in case of receiving applications after due date. No claim shall be accepted in such case.
- xvi. University reserves the right not to fill any post / withhold appointment on any advertised post without assigning any reason.
- xvii. Number of posts may vary at the time of interview.
- xvi. Incomplete application in any respect is liable to be rejected.

REGISTRAR OFFICE

New Campus University of Narowal, Shakargarh Road Narowal.



Web: www.uon.edu.pk



Tel off: +92 542 920051



Registrar@uon.edu.pk