

## **CAREER OPPORTUNITY**

Applications are invited on Contract Basis for a period of Three (03) years from Pakistani nationals (male/female) domiciled in Punjab, who are dynamic, dedicated and competent professionals in the relevant fields and like to serve in a newly established public sector university located at Narowal, Pakistan.

Sr.	Name of Post	No. of Posts	Age Limit (Years)	Qualification
1	Registrar (BS-20)	1	40-50	<p>(i) PhD 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 experience in a public or private institute or university recognized by the Higher Education Commission or public sector organization</p> <p><b>OR</b></p> <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) Ten years post qualification teaching or administrative or professional experience in a public or private institute or university recognized by Higher Education Commission or public sector organization.</p> <p><b>OR</b></p> <p>(i) Master's degree or BS (second division) in any discipline from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Twelve years post qualification teaching or administrative or professional experience in a public or private institute or university recognized by the Higher Education Commission or public sector organization.</p>
2	Treasurer (BS-20)	1	40-50	<p>(i) PhD in finance or Commerce or Accounting or Auditing or Economics from an institute or a university recognized by the</p>

				<p>Higher Education Commission; and</p> <p><b>(ii)</b> Eight years post qualification relevant experience</p> <p><b>OR</b></p> <p><b>(i)</b> 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><b>(ii)</b> Ten years post qualification relevant experience</p> <p><b>OR</b></p> <p><b>(i)</b> MBA in Finance or M.Com. or ACCA or ACMA or M.Sc. in Economics (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p><b>(ii)</b> Twelve years post qualification relevant experience.</p>
3	Controller of Examinations (BS-20)	1	40-50	<p><b>(i)</b> PhD in any discipline from an institute or university recognized by the Higher Education Commission; and</p> <p><b>(ii)</b> Eight years post qualification teaching or administrative or professional experience in a public or private institute or university recognized by the Higher Education Commission or public sector organization.</p> <p><b>OR</b></p> <p><b>(i)</b> MS or M.Phil. (second division) in any discipline or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p><b>(ii)</b> Ten years post qualification teaching or administrative or professional experience in a public or private institute or university recognized by the Higher Education Commission or public sector organization.</p> <p><b>OR</b></p> <p><b>(i)</b> Master's degree or BS (second division) in any discipline or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p><b>(ii)</b> Twelve years post qualification teaching or administrative or professional experience in a public or private institute or university recognized by the Higher</p>

				Education Commission or public sector organization.
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### **Terms & Conditions:**

1. Applications should reach in the Register Office, University of Narowal not later than **04-07-2025 by 04:00 PM** through Courier Service **(By hand application shall not be received in any circumstances)**.
2. Job Application form along with advertisement can be downloaded from University of Narowal website [www.uon.edu.pk](http://www.uon.edu.pk). Application Form uploaded on UON's website will only be accepted.
3. The applicants must submit/attach Three (03) sets for the subject post, which must contain job application form, attested copies of the Degrees & Both Sides of Transcripts/Detailed Marks Certificates (DMC), (Only verified Transcript/DMC/Degree from HEC/Boards, etc. shall be entertained). Experience Certificates (duly verified by the respective Employer/s), CV, NOC, Domicile, CNIC and recent Passport size photographs with each application form completed in all respect. In case, less number of sets received from the applicant, his / her application shall be considered incomplete and liable to be rejected.
4. The responsibility of authenticity/ genuineness of the documents / data provided / given with the application will rest absolutely on the applicant. In case any information provided by the applicant in his / her application form is found incorrect or false at any stage, he / she will be disqualified and action will be taken under the Rules.
5. Dismissed / terminated from the service or penalized contrary to the service(s), by any of the University / Government Department / Autonomous Body / Semi-Government / Service Tribunal or any court of Law are not eligible to apply against aforementioned posts.
6. Applicants working on Regular/Acting Charge/Officiating/Ad-hoc/Current Charge and Contract basis in Government, Semi Government and Autonomous Bodies (Including UON's Employees) must apply through proper channel and attach NOC and Experience Certificate/ signature issued from their present and former Appointment /Head of Institution/Organization, otherwise their application shall be considered incomplete and liable to be rejected.
7. The experience of BS-17 and above is recognizable for appointment against the administrative posts of BS-18 and above as the experience below BS-17 may not be considered as administrative or teaching or professional experience.
8. The experience gained on Daily Basis, Part time, Visiting, Honorary and Apprentice shall not be considered and counted.
9. Experience in private entities shall only be accepted if such entity is registered with SECP, Registrar of Firms of any other regulatory authority.
10. The applicant(s) having foreign degree must attach HEC/IBCC equivalence certificate (issued & Attested by the HEC/IBCC) with the application form.
11. Age Relaxation in upper age limit may be granted as per the Government/ University rules.
12. It is mandatory for applicants to deposit the fee amount of **RS. 3000/-** (Non-refundable) account no. **6510222875800028** in any Branch of BOP. The application form/s without processing fee shall not be considered/authenticated.
13. The hiring process is subject to the approval of the Competent Authority.
14. Only shortlisted candidates meeting the eligibility criteria (mentioned in the advertisement and detailed job description) will be called for test / interview and no TA/DA will be admissible for this purpose.
15. Please clearly write name of the post applied for on top right side of the envelope.

16. The University is not responsible for delays in receiving call letters for interview due to courier's lapses.
17. The University reserves the right not to fill any post / withdraw the appointment against any advertised post without assigning any reason.
18. All previous advertisements published by University of Narowal shall stand cancelled, subsequently applicants are required to submit afresh applications / dossier along with Original Paid Challan Form. **Note: (No pervious application / dossier and challan form shall be considered against newly advertised positions)**
19. All terms and conditions, rules and regulations, perks and privileges, contributions and decisions of University of Narowal / Government of the Punjab / Federal Government shall apply to the incumbents appointed against the instant advertisement.
20. Shortlisting of the applicants shall be made in accordance with the procedure laid down by the University.
21. Incomplete/unsigned & applications received after the due date will not be entertained.

## REGISTRAR OFFICE

New Campus University of Narowal, Shakargarh Road Narowal.



Web: [www.uon.edu.pk](http://www.uon.edu.pk)



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