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## **ELIGIBILITY CRITERIA & TERMS AND CONDITIONS FOR SUBMITTING APPLICATION AGAINST STATUTORY POSITIONS**

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 style="text-align: center;"><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 the Higher Education Commission or public sector organization.</p> <p style="text-align: center;"><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</p>

				<p>Economics from an institute or a university recognized by the Higher Education Commission; and</p> <p><b>(ii)</b> Eight years post qualification relevant experience</p> <p style="text-align: center;"><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 style="text-align: center;"><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 a 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 style="text-align: center;"><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 the 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 style="text-align: center;"><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 a university recognized by Higher Education Commission; and</p> <p><b>(ii)</b> Twelve years post qualification teaching or administrative or</p>

				professional experience in a public or private institute or university recognized by the Higher Education Commission or public sector organization.
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**General Information:-**

- i. Applicants are required to submit three (03) sets of applications, on prescribed proforma available on university website [www.uon.edu.pk](http://www.uon.edu.pk) along with three recent passport size photographs, attested copy of CNIC, attested copy of Domicile, attested certificates / transcripts / degrees, service / experience certificates issued by current and former employer and one page CV, in the office of Registrar via courier or by hand till **10.05.2024**.
- ii. The applicants are also required to submit a demand draft / pay order of amount of **Rs. 3000/-** 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):
- iii. 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.
- iv. The University will verify the documents of the selected candidates and the verification charges will be borne by the selected candidates.
- v. 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
- vi. In case the candidate is serving University / Government Department / Autonomous Body & Semi-Government, **Departmental Permission / NOC** issued by the Competent Authority of the concerned Department , declaring that no inquiry whatsoever or investigation by any agency / department or trial by any court of law is pending against the applicants, is required to be produced along-with hard copy of application form Advance copy of application shall be entertained, however, the candidates will have to produce Departmental permission / NOC prior to appear in the interview, and otherwise he / she will be declared disqualified for interview.
- vii. Age relaxation shall be admissible as per policy of the Government.
- viii. 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.
- ix. Incomplete Applications or those reached after due date will not be entertained in any case and no extra time will be allowed for postal transit etc.
- x. The University reserves the rights not to fill / withdraw any post(s), withhold the appointment against any advertised post(s).

**REGISTRAR OFFICE**  
**UNIVERSITY OF NAROWAL**  
**NAROWAL SHAKARGARH ROAD, NAROWAL**  
**Contact No: 0542-920051 Website: [www.uon.edu.pk](http://www.uon.edu.pk)**

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