THE UNIVERSITY OF AZAD JAMMU AND KASHMIR MUZAFFARABAD

SITUATION VACANT

Applications on prescribed form are invited from the Azad Jammu & Kashmir Nationals for the following posts, available in The University of Azad Jammu & Kashmir, Muzaffarabad:

A- ON PERMANENT BASIS

1- **Manager Linkage (BPS-17):-** 01 post, Open Merit.
   Qualification/Experience: First Class Master Degree / B.S. or Equivalent degree (16years of Education) from HEC recognized University/ Institution. Candidate having good communication skills in English will be preferred.
   Age: 21-40 years.

2- **Manager Operations (BPS-17):-** 01 post, Open Merit.
   Qualification/Experience: First Class Master Degree / B.S. or Equivalent degree (16 years of Education) in Management Sciences from HEC recognized University/ Institution. Candidates having relevant experience or training would be preferred.
   Age: 21-40 years.

3- **Assistant Director QEC (BPS-17), 01 post, Assistant Controller of Examinations (BPS-17), 01 post,** Open Merit.
   Qualification/Experience: - First Class Master's or at least B-grade or equivalent (16 years of education) from HEC recognized University. **Age:** 21-40 years.

4- **Accountant (BPS-16):-** 02 posts, Open Merit.
   Qualification/Experience: At least Second class Master Degree or equivalent degree (16 years Education) in Management Sciences (Finance)/M.Com / Math / Economics / Statistics OR 2nd Class Bachelor Degree in Commerce / BBA/ BIT/B.Sc. (Math, Stat. Economics) with 3 years experience in Govt./Semi Govt./National or International Organization in the relevant field with certificate course of six months duration in computer. **Age:** 18-40 years.

5- **Junior Programmer (BPS-16):-** 01 post, Open Merit.
   Qualification/Experience: At least 2nd Class Master's Degree in Computer Science or at least 2nd Class BCS (4 years)/2nd Class BIT (4 years) from a recognized institution. **Age:** 21-40 years.

6- **Senior Clerk (BPS-14),** 03 Post, (Open Merit 01, District Kotli 01, Refugee Settled in Pakistan 01).
   Qualification: At least 2nd class Bachelor Degree from HEC recognized University with typing speed of 40 w. p. m Urdu or English; should be well versed in Microsoft Word, Inpage and Excel. **Age:** 18-40 years.

7- **Assistant Accounts (BPS-14)** 01 post, Open Merit.
   Qualification: At least Second Class Bachelor degree in Commerce, BBA, BIT or B.Sc. (Math, Stat. Economics) with certificate course of six months duration in computer, expert in Microsoft Word, Excel, Power Point & InPage.
   Age: 18-40 years.

8- **Auditor (BPS-14)** 01 post, Open Merit.
   Qualification: At least 2nd class Bachelor degree in Commerce, B.Com/BBA/BIT/ B.Sc. (Math, Statistics, Economics) with certificate course of 6 months duration in computer, expert in Microsoft Word, Excel, Power Point & InPage.
   Age: 18-40 years.

9- **Junior Clerk (BPS-11):** 07 posts,(Open Merit 01, Muzaffarabad 01, Kotli 01, Mirpur 01, Bhimber 01, Poonch 01, Refugee Settle in Pakistan 01).
   Qualification: At least 2nd class Bachelor degree from recognized Institution with typing speed of 40 w.p.m Urdu and English; having full command on Word, In-page , Excel and Power Point. **Age:** 18-40 years.

10- **Plumber (BPS-5),** 01 Post, Open Merit.
    Qualification: At least Matric having certificate from recognized Vocational training Institute with at least three years practical experience in the relevant field. **Age:** 18-40 years.

11- **Cook (BPS-4),** 02 Post, Open Merit.
    Qualification: Literate, Desirable experience in cooking, specially in Pakistani Dishes. **Age:** 18-40 years.

12- **Laboratory Attendant (BPS-2),** 02 Posts, Open Merit.
    Qualification: At least Matric (with Science subjects). **Age:** 18-40 years.

13- **Security Guard (BPS-1):-** 05 posts, Open Merit.
    Qualification/Experience: (i) Matric (ii) Ex-Army personnel preferable (iii) Physical fitness certificate.
    Age: 18-40 years.

14- **HTV Cleaner (BPS-1):-** 01 post, Open Merit.
    Qualification/Experience: (i) Middle. (ii) Physical Fitness Certificate. (iii) **Age:** 18-40 years.

15- **Tandoorchi (BPS-1),** 01 Post, Open Merit.
    Qualification: (a) Literate (b) Two years experience s Tandoorchi in Govt./Private Guest House/well reputed Hotel.
    (c) Candidate having experience of cooking will be given preference. **Age:** 18-40 years.

16- **Ground Man (BPS-1)**, 01 Post, Open Merit.
   Qualification: (i) At least Matric (ii) Physics Fitness Certificate. **Age**: 18-40 years.

17- **Naib Qasid (BPS-1)**, 05 Posts, Open Merit.
   Qualification: (i) At least Middle (ii) Physical fitness certificate. **Age**: 18-40 years.

18- **Sweeper (BPS-1)**:- 03 post, Open Merit. **Age**: 18-40 years.

B- ON CONTRACT BASIS

19- **Electrician (BPS-14)**:- 01 post, Open Merit.
   Qualification/Experience: At least 3 years Diploma in Electrical Technology from a recognized institution or equivalent qualification from a recognized institution with three years' experience in the relevant field. **Age**: 21-40 years.

20- **LAN Technician (BPS-16)**:01 Post, Open Merit.
   Qualification: At least 2nd Class MCS/BCS/B.Sc. Engineering (Electronics/Computer) OR 3 years diploma of Associate Engineer (Electronics/Computer) from a recognized institute with at least two years working experience on network operating systems and hardware trouble shooting. **Age**: 21-40 years.

21- **Driver (BPS-5)**, 05 posts, Open Merit.
   Qualification:(a) Middle (Matric preferable)(b) Valid HTV with PSV License Holder with at least five years experience(c) Physical Fitness certificate. **Age**: 18-40 years.

22- **Carpenter (BPS-4)**, 01 Post, Open Merit.
   Qualification: At least Matric having one year certificate from recognized Vocational training Institute with minimum three years practical experience in the relevant field. **Age**: 18-40 years.

General Instructions:

1. Candidates applying for more than one post shall submit separate application form for each post applied with required documents completed in all respects.

2. Candidates for the posts **Sr. No. 01 to 03** may apply online directly to the NTS on the prescribed form available on National Testing Services (NTS), Islamabad website www.nts.org.pk by paying Rs. 2000/- and Rs. 1000/- for the posts mentioned at **Sr. No. 04 to 09 and Sr. No. 19 to 20** on University Challan available at NTS website at authorized branches of Habib Bank Limited and also submit hard copies of their degrees, result cards, transcripts, certificates, domicile and fee challan etc. alongwith prescribed application form to NTS.

3. Candidates for the posts **Sr. No. 10 and 21** by paying Rs. 1000/- and Rs. 400/ for the post at Sr. No. **11 to 18 and 22** may obtain application forms from the office of Meetings Section, The University of Azad Jammu & Kashmir, Admin Block, Chehla Campus, Muzaffarabad, Azad Kashmir,-13100 on University Challan available at authorized branches of Habib Bank in Azad Kashmir and submit hard copies of their result cards, certificates, domicile and fee challan etc. alongwith prescribed application forms to University.

4. A short listing test shall be conducted by NTS. Only top 05 candidates securing at least 50% marks in the test shall be called for interview.

5. Candidates having CGPA in any degree, shall submit the marks/percentage certificate along with the application forms.

6. Only upper age limit is relaxable for in service employees, as per rules.

7. In-service candidates must apply through proper channel by the due date, otherwise their applications will not be entertained.

8. The university employees previously appointed on contract / adhoc and CPS basis must have applied and if they are not selected through Selection Board/Committee, their present appointments will stand automatically cancelled.

9. Foreign degree holders must provide equivalence certificate issued by the HEC.

10. Incomplete/ applications received after the due date will not be entertained.

11. The last date for submission of applications is **September 05, 2022 (Monday)**.

[Prof. Dr. Ayesha Sohail]
Registrar
Ph. No. Off. 05822-960418