



THE UNIVERSITY OF AZAD JAMMU AND KASHMIR

SITUATIONS VACANT

Applications on prescribed forms are invited from Azad Jammu & Kashmir nationals, for the following posts/positions available in the University of Azad Jammu & Kashmir, Muzaffarabad:

1. System Engineer/Network Administrator (BPS-17): 01 Post, regular, Open Merit, Main Campus.
Qualification: 1st class MCS/BCS/B.Sc. Eng. (Electronics/ Computer); Experience of establishing and managing Networks of at least 100*machines with relevant certifications is required. Age: 21-40 years.
2. Public Relation Officer (BPS-17): 01 Post, Regular, Open Merit, Main Campus.
Qualification: At least 2nd Class Master degree or equivalent Or Graduate with 5 years' experience in BPS-16 and above. Age: 21-40 years
3. LAN Technician (BPS-16):01 Post, regular, Open Merit, Main Campus.
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.
4. Naib Khatib (BPS-16) 01 post, regular, Open Merit, Main Campus.
Qualification: At least 2nd Class Master degree in Islamic Studies/Arabic or equivalent qualification with at least five years' experience of Khatib/Imam Masjid in BPS-12. Hafiz Quran will be given preference.
Age: 21-40 years.
5. Assistant (BPS-16):02post, regular, Open Merit, Main Campus.
Qualification: At least 2nd class B.A/B.Sc. or equivalent degree from HEC recognized University/Institution (computer skill is essential). Age: 21-40 years.
6. Personal Assistant (BPS-16):01 post, regular, Open Merit, Main Campus.
Qualification: At least 2nd class Bachelor degree from HEC recognized University with 5 years' experience as Stenographer/DEO with practical knowledge of computer and typing speed of 100 w.p.m. and shorthand 80 w.p.m.(English/Urdu). Age: 21-40 years.
7. Junior Programmer (BPS-16):01 post, regular, Open Merit, Main Campus.
Qualification: At least 2nd class Master degree in Computer Science or at least 2nd Class BCS(4 years) /2nd Class BIT (4 years) from HEC recognized institution. Age: 21-40 years.
8. Assistant Accounts (BPS-14):02 posts, regular, Open Merit, Main Campus.
Qualification: At least 2nd class B. Com/BBA/2nd Class B.Sc. (Math, Statistics, Economics) with certificate course of 6 months duration in computer. Age: 18-40 years.
9. Senior Clerk (BPS-14): 03 Posts, regular, Open Merit, Main Campus.
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, In-page and Excel. Age: 18-40 years.
10. Estate Supervisor (BPS-14): 01 Post, regular, Open Merit, Main Campus.
Qualification: Graduate with 3 years' experience including at least one year relevant experience.
Age: 18-40 years.
11. Data Entry Operator (BPS-12) 08 posts, regular, (Open Merit 06, Muzaffarabad 01, Refugee-1989, 01), Main Campus.
Qualification:(i) At least 2nd Class Bachelor degree from HEC recognized University with one year certificate course in computer operation from a recognized institution (ii) Having speed of 60 w.p.m. typing both in Urdu and English, full command on Microsoft Word, In-page , Excel and Power Point.
Age: 18-40 years
12. Junior Clerk (BPS-11):05 posts, regular, (Open Merit 02, Muzaffarabad 01, Refugee 1989 01, Bagh 01), Main Campus.
Qualification: At least 2nd class Bachelor degree from HEC recognized University with typing speed of 40 w.p.m Urdu and English; full command on Word, In-page , Excel and Power Point. Age: 18-40 years.
13. Overseer/Sub-Engineer (BPS-11):01 posts, regular, Open Merit, Main Campus
Qualification: 3 years diploma in Civil Engineering or equivalent qualification from a recognized institution.
Age: 18-40 years.
14. Lab. Assistant (BPS-9): 01 Post, regular, Open Merit, Main Campus.
Qualification: At least F. Sc. 2nddivision. Age: 18-40 years.

15. Medical Dispenser (BPS-9): 01 Post, regular, Open Merit, Main Campus.
Qualification: 1st Class F. Sc. in Medical Technology or equivalent qualification. Age: 21-40 years.
16. Library Assistant (BPS-6): 01 Posts, regular, (District Neelum), Neelum Campus.
Qualification: Intermediate having Certificate in Librarianship from a recognized institution.
Age: 18-40 years.
17. Photostat Machine Operator (BPS-5): 01 Post, regular, Open Merit, Main Campus.
Qualification: Matric with at least 3 years practical experience in the relevant field. Age: 18-40 years.
- 18- Driver (BPS-5): 03 posts, regular, Open Merit, Main Campus.
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.
- 19- Library Attendant (BPS-2): 02 Post, regular, (Open Merit 01, District Jhelum Valley 01); Main Campus 01, Jhelum Valley Campus 01.
Qualification: At least Matric. Age: 18-40 years.
- 20- Laboratory Attendant (BPS-2): 03 Posts, regular, (Open Merit 02, District Jhelum Valley 01), Main Campus 02, Jhelum Valley Campus 01.
Qualification: At least Matric (with Science subjects). Age: 18-40 years.
- 21- Gardner (Mali) (BPS-1): 01 Post, regular, Open Merit, Main Campus.
Qualification: (i) At least Matric having training in the relevant field. (ii) Physical fitness certificate.
Age: 18-40 years.
- 22- Naib Qasid (BPS-1): 10 Posts, regular, Main Office 08, Open Merit, Neelum Campus 01 (District Neelum), Jhelum Valley Campus 01 (District Jhelum Valley).
Qualification: (i) At least Middle (ii) Physical fitness certificate. Age: 18-40 years.

General Instructions:

1. Candidates for the posts Sr. No. 01 to 16 will apply online directly to the NTS on their prescribed form available on NTS website www.nts.org.pk by paying Rs. 2000/- for the post mentioned at Sr. No. 01 and 02, and will pay Rs. 1000/- for the posts mentioned at Sr. No. 03 to 16 on University Challan available at NTS website at authorized branches of Habib Bank Limited. Candidates will also submit attested hard copies of their degrees, result cards, transcripts, certificates, domicile and fee challan etc. along with prescribed application form to NTS.
2. Candidates for the posts Sr. No. 17 to 22 may obtain application forms from the office of Meetings Section, University of Azad Jammu & Kashmir, Admin Block, Chehla Campus, Muzaffarabad, Azad Kashmir-13100 by paying Rs. 1000/- for the posts mentioned at Sr. No. 17 to 18 and Rs. 400/- for the posts mentioned at Sr. No. 19 to 22 on University Challan available at authorized branches of Habib Bank in Azad Kashmir. They are also advised to submit attested hard copies of their result cards, certificates, domicile and fee challan etc. along with prescribed application form to the Registrar Office, University of AJ&K, Chela Campus, Administration Block, Muzaffarabad.
3. Candidates applying for more than one post must submit separate application forms for each post with required documents completed in all respects.
4. Candidates having CGPA in any degree, shall submit the marks/percentage certificate along with the application form.
5. Only upper age limit is relaxable for in service employees, as per rules.
6. In-service candidates must apply through proper channel by the due date otherwise their applications will not be entertained.
7. Applicants will be short listed through NTS/ written test (where required) in their respective fields. Only top five candidates scoring at least 50% or above marks in NTS/ written test will be called for interview against one post. Similarly, computer skill test is essential in positions where it is required. Both computer skill test and NTS (general test) are essential to qualify separately.
8. One percent (01%) quota is reserved for disable persons.
9. The university employees previously appointed on Contract, Contingent Paid Staff (CPS) or Adhoc basis must apply for the positions and if they do not qualify NTS/Written test, or not selected through Selection Board or Selection Committee, their present appointments will stand automatically cancelled.
10. Incomplete/ applications received after due date will not be entertained.
11. The last date for submission of applications both hard and soft attested copies along with fee challans and all relevant documents is October 26, 2020.

(Prof. Dr. Ayesha Sohail)
Registrar
Ph. No. Off. 05822-960418