

UNIVERSITY OF AGRICULTURE, FAISALABAD
(SITUATION VACANT)

Applications are invited from Pakistani nationals who are not married to a foreign national, on the Prescribed Form obtainable free of cost on any working day during office hours from the Office of the Director (HR) and also available on **University Website at <http://www.uaf.edu.pk>** for the following posts:-

I. ONE REGULAR REGISTRAR (BPS-19):

QUALIFICATIONS:

- "i) (a) Ph.D. from an institute or university recognized by Higher Education Commission with eight years' post qualification experience in administration or teaching; or
- (b) MS or M.Phil. from an institute or university recognized by Higher Education Commission with ten years' post qualification experience in administration or teaching at post of BS-17 or above, or equivalent; or
- (c) Master's degree from an institute or university recognized by Higher Education Commission with twelve years' post qualification experience in administration or teaching at post of BS-17 or above, or equivalent; and
- ii) Age Limit: 35 - 55".

II. ONE REGULAR CONTROLLER OF EXAMINATIONS (BPS-19):

QUALIFICATIONS:

- "i) (a) Ph.D. from an institute or university recognized by Higher Education Commission with eight years' post qualification experience in administration or teaching; or
- (b) MS or M.Phil. from an institute or university recognized by Higher Education Commission with ten years' post qualification experience in administration or teaching at post of BS-17 or above, or equivalent; or
- (c) Master's degree from an institute or university recognized by Higher Education Commission with twelve years' post qualification experience in administration or teaching at post of BS-17 or above, or equivalent;
- ii) Fully conversant with annual as well as semester examination system of a university; and
- iii) Age Limit: 35 - 55".

2. **One copy of application is required on Prescribed Form** with attested copies of all certificates, degrees, HEC equivalence certificates (for foreign degree holders only), character certificates, testimonials, detailed marks certificates, provision certificates, transcripts, relevant experience certificates with specific dates, CNIC, Domicile etc. and a Bank Draft (**non-refundable**) amounting to Rs.1000/- drawn in favour of the Treasurer, University of Agriculture, Faisalabad.

3. Persons already employed in any Government or other organizations should submit their applications through proper channel. Advance copies may, however, be sent to save time. The requisite No Objection Certificate from present employer must reach in the Office of the Director (HR) before or on the last date for receipt of applications or on the date of interview, failing which such candidates will not be allowed to appear for interview.

4. All Government Employees who intend to apply for any post through proper channel shall clarify through the Heads of their Attached Departments that there is no pending enquiry/out-standing dues against them. Moreover, there are no adverse remarks in any of their Annual Confidential Reports. These conditions are necessary for grant of Departmental Permission Certificate/No Objection Certificate (N.O.C.). The A.C.Rs grading for the last five years may also be recorded in the forwarding letter.

5. The existing University employees studying abroad will be considered in absentia. The candidates who are living abroad and unable to appear before the Selection Board, their interviews will be conducted by the Selection Board through Video Conferencing/SKYPE.

6. The University reserves the right;

- i. not to fill any vacancy without assigning any reason thereof or consider a person for appointment in a lower cadre against the posts advertised.
- ii. to short list the candidates where required on the basis of academic qualifications/test as may be prescribed by the University.

7. Incomplete applications or those received after due date will not be entertained. The applications should reach in the **Office of the Director (HR), University of Agriculture, Faisalabad** by **30.12.2022** during office hours.

Sd/-
DEPUTY REGISTRAR (ADMIN.)

Endst.No.PS-2(5)22/22808-10

Dated: 30.11.2022

Copy forwarded for necessary action to:-

1. Principal Officer (PRP) for favour of publishing in the National Press and Campus News in one insertion for information of all concerned.
2. Principal Officer, I.T. Resource Centre & Data Bank with the request to place it on the University Website for information of all concerned.
3. Assistant Director/Focal Person, Regional Centre, Higher Education Commission, 55-B/2, Gulberg-III, Lahore with the request to place it on HEC job portal for information of all concerned.


ADMIN. OFFICER (PERSONNEL)