

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 Registrar (Personnel Section) and also available on **University Website at <http://www.uaf.edu.pk>** for the following posts of Directors (BPS-19) for making appointments on contract basis in BPS or on a negotiable consolidated contract salary for a period of one year (renewable) with the prescribed qualifications & experience, mentioned below:-

- I. ONE DIRECTOR ADMISSIONS (BPS-19).**
- II. ONE DIRECTOR (BPS-19), PROCUREMENT & INVENTORY CONTROL.**
- III. ONE DIRECTOR (BPS-19), HUMAN RESOURCE SECTION.**

QUALIFICATIONS & EXPERIENCE (subject to approval of the Chancellor)

"Master's degree (atleast 2nd Division) from a recognized University with administrative experience of atleast 12 years (including four years in scale 18) in a post of responsibility in a University or Government or a Semi-Government Organization or educational institution".

MINIMUM/MAXIMUM AGE LIMIT:

35 - 45 years.

- IV. ONE DIRECTOR OF MONITORING & EVALUATION (BPS-19).**
- V. ONE DIRECTOR (BPS-19), INTERNAL AUDIT/CHIEF INTERNAL AUDITOR**

QUALIFICATIONS & EXPERIENCE (subject to approval of the Chancellor)

"Master degree atleast in 2nd division with ten years experience in Audit & Accounts or Financial Management in a Government/Semi-Government Organization or a reputable National/International Organization. Preference will be given to SAP qualified person".

AGE LIMIT:

Maximum 55 years.

2. **Only one copy of the application is required on Prescribed Form for the said posts** with attested copies of all certificates, degrees, testimonials, detailed marks certificates, experience certificates with specific dates, transcripts and a Bank Draft 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 Registrar (Personnel Section) 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. 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.

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 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 on the basis of academic qualifications/test as may be prescribed by the University. Only short listed candidates (maximum 10 for one post) will be called for interview.
- iii. to increase or decrease the number of vacancies as per availability of funds.

6. Incomplete applications or those received after the due date will not be entertained. The applications should reach in the **Office of the Registrar (Personnel Section)** by **30.04.2014** during office hours.

Sd/-
(CH. MUHAMMAD HUSSAIN)
REGISTRAR