

KOHSAR UNIVERSITY MURREE

SITUATIONS VACANT

Applications are invited at Kohsar University Murree from Pakistani Nationals for the following posts on contract basis for a period of six-month (extendable upon satisfactory performance) subject to availability of funds -

S. No.	Post Title	No. of Post	Description / Eligibility Criteria
1	Additional Director (Press, Media & Publications) (BS-19)	01	I. PhD in Mass Communication or Media Studies or Journalism or Communication Studies or equivalent qualification from an Institute or a university recognized by the HEC; and II. Six years post qualification relevant experience OR I. MS or M.Phil. (2nd Division) in Mass Communication or Media Studies or Journalism or Communication Studies or equivalent qualification from an Institute or a university recognized by the HEC; and II. Eight years post qualification relevant experience OR I. Master's Degree or BS (2nd Division) in Mass Communication or Media Studies or Journalism or Communication Studies or equivalent qualification from an Institute or a university recognized by the HEC; and II. Ten years post qualification relevant experience
2	Additional Director (Purchase & Store) (BS-19)	01	I. MS or M.Phil. in Management Sciences or Commerce or Economics or equivalent qualification from an Institute or a university recognized by the HEC; and II. Eight years post qualification relevant experience OR I. MBA or M.Com. or ACCA or ACMA or M.Sc. in Economics (2nd Division) or equivalent qualification from an Institute or a university recognized by the HEC; and II. Ten years post qualification relevant experience
3	Additional Director (Planning & Development) (BS-19)	01	I. MS or M.Phil. (2nd Division) in Economics or Engineering or Management Sciences or Social Sciences or equivalent qualification from an Institute or a university recognized by the HEC; and II. Eight years post qualification relevant experience OR I. Master's Degree or BS (2nd Division) in Economics or Engineering or Management Sciences or Social Sciences or equivalent qualification from an Institute or a university recognized by the HEC; and II. Ten years post qualification relevant experience
4	Additional Director (Sports) (BS-19)	01	I. MS or M.Phil. (2nd Division) in Physical Education Sports Sciences or equivalent qualification from an Institute or a university recognized by the HEC; and II. Eight years post qualification experience in organizing various sports at national or international level OR I. Master's Degree or BS (2nd Division) in Physical Education Sports Sciences or equivalent qualification from an Institute or a university recognized by the HEC; and II. Ten years post qualification experience in organizing various sports at national or international level.
5	Project Director (BS-19)	01	I. B.Sc. (2nd Division) in Civil Engineering or equivalent qualification from an Institute or a university recognized by HEC. II. Registered with Pakistan Engineering Council as Engineer in Civil; and Twelve years post qualification relevant experience out of which four years' experience shall be related to management of works.
6	Additional Director (Information Technology Services) (BS-19)	01	I. MS or M.Phil. (2nd Division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an Institute or a university recognized by the HEC; and II. Eight years post qualification relevant experience OR I. Master's Degree or BS (2nd Division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an Institute or a university recognized by the HEC; and II. Ten years post qualification relevant experience.
7	Deputy Provost (BS-18)	01	I. MS or M.Phil. (2nd Division) in any discipline or equivalent qualification from an Institute or a university recognized by the HEC; and II. Three years post qualification teaching or administrative experience in public or private Institute or a university recognized by the HEC or public sector organization OR I. Master's Degree or BS (2nd Division) or equivalent qualification from an Institute or a university recognized by the HEC; and II. Five years post qualification teaching or administrative experience in public or private Institute or a university recognized by the HEC or public sector organization.
8	Deputy Director (Administration & Coordination) (BS-18)	01	I. MS or M.Phil. (2nd Division) in any discipline or equivalent qualification from an Institute or a university recognized by the HEC; and II. Three years post qualification relevant experience OR I. Master's Degree or BS (2nd Division) in any discipline or equivalent qualification from an Institute or a university recognized by the HEC; and II. Five years post qualification relevant experience
9	Deputy Director (Purchase & Store) (BS-18)	01	I. MS or M.Phil. in Management Sciences or equivalent qualification from an Institute or a university recognized by the HEC; and II. Three years post qualification relevant experience OR I. MBA or M.Com. or ACCA or ACMA or M.Sc. in Economics (2nd Division) or equivalent qualification from an Institute or a university recognized by the HEC; and II. Five years post qualification relevant experience
10	Deputy Director (Planning & Development) (BS-18)	01	I. MS or M.Phil. (2nd Division) in Economics or Engineering or Management Sciences or Social Sciences or equivalent qualification from an Institute or a university recognized by the HEC; and II. Three years post qualification relevant experience OR I. Master's Degree or BS (2nd Division) in Economics or Engineering or Management Sciences or Social Sciences or equivalent qualification from an Institute or a university recognized by the HEC; and II. Five years post qualification relevant experience
11	Assistant Director (Purchase & Store) (BS-17)	01	I. MBA or M.Com. or ACCA or ACMA or M.Sc. in Economics (2nd Division) or equivalent qualification from an Institute or a university recognized by the HEC; and II. Three years post qualification relevant experience
12	Assistant Director (Planning & Development) (BS-17)	01	I. Master's Degree or BS (2nd Division) in Economics or Engineering or Management Sciences or Social Sciences or equivalent qualification from an Institute or a university recognized by HEC
13	Security Officer (BS-17)	01	I. Bachelor's Degree (2nd Division) or equivalent qualification from an Institute or a university recognized by the HEC OR I. Retired commissioned officer from the forces II. Not retired on medical or disciplinary grounds; and III. Two years after retirement are not passed
14	Transport Officer (BS-17)	01	I. Master's Degree or BS (2nd Division) or equivalent qualification from an Institute or a university recognized by the HEC; and Two years post qualification relevant experience
15	Personal Secretary (BS-17)	01	I. Master's Degree or BS (2nd Division) or equivalent qualification from an Institute or a university recognized by the HEC. II. Hundred words per minute shorthand speed; and III. Fifty words per minute typing speed in English on Computer
16	Protocol Officer (BS-17)	01	I. Master's Degree or BS (2nd Division) or equivalent qualification from an Institute or a university recognized by the HEC. II. Two years post qualification relevant experience

- Applicants are required to apply against the above-mentioned posts on plain papers along with three copies of CV, attested photocopies of all academic transcripts / experience certificates, if any, and two most recent passport size photographs
- The applications should reach the office of the Registrar of the University within two weeks during office hours from the date of publication of this advertisement
- Applications must reach through Post / Courier. By-hand submission shall not be entertained
- Applicants must submit separate application form for each post, if applying for two or more posts.
- Only Punjab domiciled candidates are eligible to apply.
- Application fee (non-refundable) must be accompanied with demand draft / pay order of Rs. 2000 for BS-18 & 19, and Rs. 1000 for BS-16 & 17, as processing fee in favour of Treasurer Kohsar University Murree
- Candidates already in-service of Government, Semi-Government Department or an Autonomous body must apply through proper channel
- Applications received after the last date and incomplete applications shall not be entertained
- Name of the post applied for must be written on the top right corner of the envelope
- The University reserves the right not to fill any post or withdraw any post or withhold the appointment against any advertised post without assigning any reason
- The University also reserves the right to increase or decrease / abolish any post at any time.
- Only shortlisted candidates will be called for the test / interview.
- No TA / DA will be paid for the purpose.

REGISTRAR
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 registrar@kum.edu.pk
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