



SITUATION VACANT

Kohsar University Murree invite applications against following positions on contract basis for a period of Six (06) months. (Extendable if required). Candidates having only domicile of the Punjab should apply.

Sr. No	Name of Post	Age Limit	Required Qualification
01	Personal Assistant (BS-16)	21 to 35 years	I. BS (second division) in English or Management Sciences or Computer Sciences or Sociology or Public Administration or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and ii. Five years post qualification relevant experience
02	Assistant (BS-16)	21 to 35 years	I. Master's degree or BS (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and ii. Five years post qualification experience of Microsoft Office
03	Research Assistant (BS-16)	21 to 35 years	Master's degree or BS (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission
04	Senior Sub-Engineer (Civil) (BS-16)	21 to 35 years	I. DAE in Civil Engineering from a recognized institute; and ii. Ten years post qualification relevant experience
05	Media Coordinator (BS-16)	21 to 35 years	Master's degree or BS (second division) in Journalism or Mass Communication or Media Studies or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
06	Assistant Manager (Intellectual Property & Legal Services) (BS-16)	21 to 35 years	LLB (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
07	Security Officer (BS-16)	30 to 45 years	I. Ex-service man not below the rank of Subedar Major or equivalent rank from Forces. ii. Not retired on medical or disciplinary grounds; and iii. Two years after retirement are not passed. OR i. Subedar or equivalent rank from Forces. ii. Not retired on medical or disciplinary grounds; and iii. Two years' experience as Assistant Security Officer
08	Network Supervisor (BS-16)	21 to 35 years	Master's degree or BS (second division) in Computer Sciences or Information Technology or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
09	Computer Operator (BS-15)	18 to 30 years	I. Bachelors' degree (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission. ii. Three-month computer training course or diploma in MS Office from a recognized institute; and iii. Forty words per minute typing speed on computer in English. OR I. BCS (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and ii. Forty words per minute of typing speed on computer in English.
10	Sub Engineer (Electrical) (BS-14)	18 to 30 years	DAE (three years) in Electrical Engineering from a recognized institute.
11	Sub Engineer (Civil) (BS-14)	18 to 30 years	DAE (three years) in Civil Engineering from a recognized institute.
12	Supervisor (Horticulture & Landscaping) (BS-14)	21 to 30 years	Bachelors' degree (second division) in Horticulture or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
13	Assistant Estate Officer (BS-14)	21 to 30 years	Bachelors' degree (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
14	Caretaker (BS-14)	18 to 30 years	Bachelors' degree (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
15	Graphic Designer (BS-14)	21 to 35 years	I. M.A or BFA (second division) in Graphic Design or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and OR ii. Diploma in Graphic and Printing or equivalent qualification from a recognized institute; and iii. Three years post qualification relevant experience.
16	Electrician (BS-11)	18 to 30 years	I. Higher Secondary School Certificate (second division) from a recognized board with DAE (three years) in Electrical or equivalent qualification from a recognized institute; and ii. Two years post qualification relevant experience.
17	Junior Clerk (BS-11)	18 to 30 years	I. Higher Secondary School Certificate (second division) from a recognized board; ii. Twenty-Five words per minute typing speed on computer in English; and iii. Proficient in M.S. Office or any other compatible office application.

18	Computer Technician (BS-11)	18 to 30 years	I. Higher Secondary School Certificate (second division) from a recognized board; and ii. Diploma in relevant field from a recognized institute.
19	Lab Technician (BS-11)	18 to 30 years	i. Higher Secondary School Certificate (second division) from a recognized board; and ii. Diploma in relevant field from a recognized institute.
20	Video Conference Operator (BS-11)	18 to 30 years	i. Higher Secondary School Certificate (second division) from a recognized board; and ii. Diploma in relevant field from a recognized institute.
21	Network Support Assistant (BS-11)	18 to 30 years	i. Higher Secondary School Certificate (second division) from a recognized board; and ii. Diploma in relevant field from a recognized institute.
22	CCTV Technician (BS-11)	18 to 30 years	i. Higher Secondary School Certificate (second division) from a recognized board; and ii. Diploma in relevant field from a recognized institute.
23	Telephone Operator (BS-07)	18 to 30 years	i. Higher Secondary School Certificate (second division) from a recognized board; and ii. Three Years post qualification relevant experience.
24	Photo Copier Operator (BS-05)	18 to 30 years	i. Secondary School Certificate (second division) or equivalent qualification from a recognized board; and ii. Five Years post qualification relevant experience.
25	Cook (BS-05)	18 to 30 years	i. Secondary School Certificate (second division) or equivalent qualification from a recognized board; and ii. Two years post qualification relevant experience.
26	Plumber (BS-04)	18 to 30 years	i. Secondary School Certificate (second division) or equivalent qualification from a recognized board; and ii. Diploma in the relevant field from a recognized institute.
27	Driver (LTV/HTV) (BS-04)	18 to 30 years	i. Middle. ii. Valid light/heavy transport vehicle license and public service vehicle driving license; and iii. Five years post qualification driving experience.
28	Dispatch Rider (BS-04)	18 to 30 years	i. Secondary School Certificate (second division) or equivalent qualification from a recognized board; and ii. Valid motorcycle driving license.

Terms & Conditions:

- Applicants are required to apply against the above-mentioned posts on the plain papers along with one copy of CV, all attested photocopies of academic transcripts/experience certificates if any and one most recent passport size photograph.
- The applications should reach the office of the Registrar of the University 10-08-2022 from the date of advertisement during office hours.
- Applications must reach through Post/Courier. By-hand submission of applications is not acceptable.
- Applicants must submit separate application form for each post.
- Only Punjab domiciled candidates are eligible.
- Candidate can be disqualified at any stage of recruitment/selection process due to providing fake documents and false information.
- Applications must be accompanied with Demand Draft/Pay Order as processing fee (non-refundable for each vacancy) in favor of Treasurer Kohsar University Murree.
- Application fee (non-refundable) Rs. 500 for BS-15 & 16, and Rs. 300 for BS-14 & below must be paid in favor of Treasurer, Kohsar University, Murree.
- Candidates already in service of a Government, Semi-Government Department or an Autonomous body must apply through proper channel.
- Applications received after the last date/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 reserve the rights not to fill or withdraw any post or withhold the appointment against any advertised post without assigning any reason.
- The university reserve the rights to increase or decrease or abolish any post at any time.
- The quota will be considered and followed in accordance with the Punjab Government.
- Only short-listed candidates will be called for the test/interview.
- No. TA/DA will be paid for the purpose.
- Disables are encouraged to apply.

REGISTRAR
KOHSAR UNIVERSITY MURREE
051-9269252
051-9269171