



Situations Vacant
KOHSAR UNIVERSITY MURREE



A well reputed public sector university established under Kohsar University Murree, Act. IX of 2020, invites applications from Pakistani Nationals (only Punjab domiciled) for Administrative Positions tabulated below.

Sr. No	Title of Post with Scale of Pay / Mode of Appointment	No. of Posts	Age Limit	(Eligibility Criteria) Minimum Qualification and Experience
1.	Director (Planning & Development) (BPS-20) / Regular	01	Min. Age 40 Years Max. Age 50 Years	i. Ph.D. in Economics or Engineering or Management Sciences or equivalent qualification from an Institute or a University recognized by HEC; and ii. Eight Years post Qualification relevant Experience OR i. MS or M.Phil. (Second Division) in Economics or Engineering or Management Sciences or equivalent qualification from an Institute or a University recognized by HEC; and ii. Ten Years post Qualification relevant Experience OR i. Masters' Degree or BS (Second Division) in Economics or Engineering or Management Sciences or equivalent qualification from an Institute or a University recognized by HEC; and ii. Twelve Years post Qualification relevant Experience
2.	Director (Research, Innovation & Commercialization) (ORIC) (BPS 20) / Regular	01	Min. Age 40 Years Max. Age 50 Years	i. Ph.D. in any discipline from an Institute or a University recognized by HEC; and ii. Eight Years post Qualification teaching or Administrative Experience in a public or private institute or a university recognized by the HEC. OR i. MS or M.Phil. (Second Division) in any discipline or equivalent qualification from an Institute or a University recognized by the HEC; and ii. Ten Years post Qualification teaching or Administrative Experience in a public or private institute or a university recognized by the HEC.
3.	Director (Quality Enhancement Cell (QEC) (BPS-20) / Regular	01	Min. Age 40 Years Max. Age 50 Years	i. Ph.D. in any discipline from an Institute or a University recognized by HEC; and ii. Eight Years post Qualification teaching or Administrative Experience in public or private institute or a university recognized by the HEC. OR i. MS or M.Phil. (Second Division) in any discipline equivalent qualification from an Institute or a University recognized by HEC; and ii. Ten Years post Qualification teaching or Administrative Experience in public or private institute or a university recognized by the HEC.

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4.	Additional Director (Press Media & Publication) (BPS-19) / Regular	01	Min. Age 35 Years Max. Age 50 Years	i. Ph.D. in Mass Communication or Media Studies or Journalism or Communication Studies or equivalent qualification from an Institute or a University recognized by HEC; and ii. Six years post qualification relevant experience. OR i. MS or M.Phil. (Second Division) in Mass Communication or Media Studies or Journalism or Communication Studies or equivalent qualification from an Institute or a University recognized by HEC; and ii. Eight years post qualification relevant experience. OR i. Master's Degree or BS (2 nd Division) in Mass Communication or Media Studies or Journalism or Communication Studies or equivalent qualification from an Institute or a University recognized by HEC; and ii. Ten years post qualification relevant experience.
5.	Additional Director (Purchase & Store) (BPS-19) / Regular	01	Min. Age 35 Years Max. Age 50 Years	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 iii. MBA or M. Com. Or ACCA or ACMA or M. Sc. in Economics (2 nd Division) or equivalent qualification from an institute or a university recognized by the HEC; and iii. Ten years post qualification relevant experience.
6.	Additional Director (Planning & Development) (BPS-19) / Regular	01	Min. Age 35 Years Max. Age 50 Years	i. MS or M.Phil. (Second Division) in Economics or Engineering or Management Sciences or Social Sciences or equivalent qualification from an Institute or a University recognized by HEC; and ii. Eight years post qualification relevant Experience OR i. Masters' Degree or BS (Second Division) in Economics or Engineering or Management Sciences or Social Sciences or equivalent qualification from an Institute or a University recognized by HEC; and ii. Ten years post Qualification relevant Experience
7.	Additional Director (Sports) (BPS 19) / Regular	01	Min. Age 35 Years Max. Age 50 Years	i. MS or M.Phil. (Second Division) in Physical Education or Sports Sciences or equivalent qualification from an institute or university recognized by the HEC; and ii. Eight Years post qualification experience in organizing various sports at national or international level. OR i. Masters' Degree or BS (Second Division) in Physical Education or Sports Sciences or equivalent qualification from an institute or university recognized by the HEC; and ii. Ten Years post qualification experience in organizing various sports at national or international level.
8.	Additional Director IT Services (BPS 19) / Regular	01	Min. Age 35 Years Max. Age 50 Years	i. MS or M.Phil. (Second Division) in Computer Sciences 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 (second division) in Computer Science or Information Technology or Telecommunication

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				<p>System or equivalent qualification from an institute or a university recognized by the HEC; and</p> <p>ii. Ten years' post qualification relevant experience.</p>
9.	Additional Registrar (BPS 19) / Regular	01	<p>Min. Age 35 Years</p> <p>Max. Age 50 Years</p>	<p>i. MS or M.Phil. (Second Division) in any discipline or equivalent qualification from an Institute or a University recognized by HEC; and</p> <p>ii. Eight years' post qualification relevant experience in Public or Private institute or University recognized by the HEC or Public Sector Organization.</p> <p style="text-align: center;">OR</p> <p>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</p> <p>ii. Ten years' post qualification relevant experience in Public or Private institute or University recognized by the HEC or Public Sector Organization.</p>
10.	Additional Treasurer (BPS 19) / Regular	01	<p>Min. Age 35 Years</p> <p>Max. Age 50 Years</p>	<p>i. MS or M.Phil. (2nd Division) in Finance or Commerce or Accounting or Auditing or Economics or equivalent qualification from an Institute or a University recognized by the HEC; and</p> <p>ii. Eight years' post qualification relevant experience.</p> <p style="text-align: center;">OR</p> <p>i. MBA in Finance 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</p> <p>ii. Ten years post qualification relevant experience.</p>
11.	Additional Librarian (BPS 19) / Regular	01	<p>Min. Age 35 Years</p> <p>Max. Age 50 Years</p>	<p>i. MS or M.Phil. (Second division) in Library and Information Science or Information Sciences or Information Management or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>ii. Eight years post qualification relevant experience.</p> <p style="text-align: center;">OR</p> <p>i. Master's Degree or BS (Second Division) in Library and Information Science or Information Sciences or Information Management or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>ii. Ten years post qualification relevant experience.</p>
12.	Additional Controller of Examinations (BPS 19) / Regular	01	<p>Min. Age 35 Years</p> <p>Max. Age 50 Years</p>	<p>i. MS or M.Phil. (Second Division) in any discipline or equivalent qualification from an Institute or a University recognized by the HEC; and</p> <p>ii. Eight years' post qualification relevant experience in a Public or Private institute or a university recognized by the HEC or Public Sector Organization.</p> <p style="text-align: center;">OR</p> <p>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</p> <p>ii. Ten years' post qualification relevant experience in a Public or Private institute or University recognized by the HEC or Public Sector Organization.</p>

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13.	Additional Director (Academics) (BPS-19) / Regular	01	Min. Age 35 Years Max. Age 50 Years	i. MS or M.Phil. (Second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and ii. Eight Years post Qualification teaching or Administrative Experience in a public or private institute or university recognized by the HEC. OR 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. Ten Years post Qualification teaching or Administrative relevant Experience in a public or private institute or university recognized by the HEC.
14.	Project Director (BPS-19) / Regular	01	Min. Age 35 Years Max. Age 50 Years	i. B.Sc. (2 nd division) in civil engineering or equivalent qualification from an institute or a university recognized by the HEC; ii. Registered with Pakistan Engineering Council as Engineer in Civil; and iii. Twelve years post qualification relevant experience out of which four years' experience shall be related to Management of Works.
15.	Chief Security Officer (BPS-19) / Contract	01		i. A retired Commissioned officer not below the rank of Major or equivalent from the Forces; ii. Two years after retirement are not passed; and ii. Not retired on medical or disciplinary grounds.
16.	Deputy Registrar (BPS 18) / Regular	02	Min. Age 25 Years Max. Age 45 Years	i. MS or M.Phil. (Second 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 (second 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.
17.	Deputy Controller of Examination (BPS 18) / Regular	01	Min. Age 25 Years Max. Age 45 Years	i. MS or M.Phil. (Second 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 (second 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.
18.	Deputy Treasurer (BPS 18) / Regular	01	Min. Age 25 Years Max. Age 45 Years	i. MS or M.Phil. (2 nd Division) in Finance or Commerce or Accounting or Auditing or Economics or equivalent qualification from an institute or a university recognized by the HEC; and ii. Three years' post qualification relevant experience. OR i. MBA in Finance or M.Com. or ACCA or ACMA or M.Sc. (Second Division) in Economics or equivalent qualification

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				from an institute or a university recognized by the HEC; and ii. Five years' post qualification relevant experience.
19.	Deputy Provost (BPS-18) / Regular	01	Min. Age 25 Years Max. Age 45 Years	i. MS or M.Phil. (Second 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 HEC or public sector organization. OR i. Masters' Degree or BS (Second 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 institutes or a university recognized by HEC or public sector organization.
20.	Deputy Director (Administration & Coordination) (BPS-18) / Regular	01	Min. Age 25 Years Max. Age 45 Years	i. MS or M.Phil. (Second 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. Masters' Degree or BS (Second 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.
21.	Deputy Director (Purchase & Store) (BPS-18) / Regular	01	Min. Age 25 Years Max. Age 45 Years	iv. MS or M.Phil. (2 nd division) in Management Sciences or equivalent qualification from an institute or a university recognized by the HEC; and v. Three years post qualification relevant experience. OR vi. MBA or M. Com. Or ACCA or ACMA or M. Sc. (2 nd Division) in Economics or equivalent qualification from an institute or a university recognized by the HEC; and vii. Five years post qualification relevant experience.
22.	Deputy Director IT Services (BPS 18) / Regular	01	Min. Age 25 Years Max. Age 45 Years	ii. MS or M.Phil. (Second Division) in Computer Sciences or Information Technology or Telecommunication System or equivalent qualification from an institute or a university recognized by the HEC; and v. Three years' post qualification relevant experience. OR ii. Master's Degree or BS (second 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. Five years' post qualification relevant experience.
23.	Database Administrator (BPS 18) / Regular	01	Min. Age 25 Years Max. Age 45 Years	i. Master's Degree or BS (second division) in Computer Science or Information Technology or equivalent qualification from an institute or a university recognized by the HEC; and ii. Five years' post qualification relevant experience.
24.	Deputy Director Research, Innovation & Commercialization (ORIC) (BPS 18) / Regular	01	Min. Age 25 Years Max. Age 45 Years	i. MS or M.Phil. in any discipline or equivalent qualification from an institute or university recognized by the HEC; and ii. Three years post qualification teaching or administrative experience in Public or Private institute or university recognized by the HEC or public sector organization. OR

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				<ul style="list-style-type: none"> i. Master's Degree or BS (second division) in Social Sciences or equivalent qualification from an institute or university recognized by the HEC; and ii. Five years' post qualification teaching or administrative experience in a Public or Private institute or a university recognized by the HEC or public sector organization.
25.	Deputy Director Student Affairs (BPS 18) / Regular	01	Min. Age 25 Years Max. Age 45 Years	<ul style="list-style-type: none"> i. MS or M.Phil. 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. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> i. Master's Degree or BS (second division) in any discipline or equivalent qualification from an institute or a university recognized by the HEC; and ii. Five years' post qualification teaching and administrative experience in Public or Private institute or a university recognized by the HEC.
26.	Deputy Director External Linkages (BPS 18) / Regular	01	Min. Age 25 Years Max. Age 45 Years	<ul style="list-style-type: none"> i. MS or M.Phil. (second 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. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> i. Master's Degree or BS (second division) in any discipline or equivalent qualification from an institute or university recognized by the HEC; and ii. Five years' post qualification relevant experience.
27.	Deputy Director Legal Matters (BPS 18) / Regular	01	Min. Age 25 Years Max. Age 45 Years	<ul style="list-style-type: none"> i. LLB (2nd Division) or equivalent qualification from an institute or a university recognized by the HEC; and ii. Five Years post qualification relevant experience
28.	Deputy Director (Quality Enhancement Cell) (QEC) (BPS 18) / Regular	01	Min. Age 25 Years Max. Age 45 Years	<ul style="list-style-type: none"> i. MS or M.Phil. (2nd division) in Management Sciences or Social Sciences or Sciences or equivalent qualification from an institute or university recognized by the HEC; and ii. Three years post qualification relevant experience. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> i. Master's Degree or BS (2nd Division) in Social Sciences or Management sciences or Sciences or equivalent qualification from an institute or university recognized by the HEC; and ii. Five years post qualification relevant experience.
29.	Deputy Director Career Counseling (BPS 18) / Regular	01	Min. Age 25 Years Max. Age 45 Years	<ul style="list-style-type: none"> i. MS or M.Phil. (2nd division) in Management Sciences or equivalent qualification from an institute or a university recognized by the HEC; and ii. Three years post qualification relevant experience. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> i. MBA or M.Com. (2nd Division) or equivalent qualification from an institute or university recognized by the HEC; and ii. Five years post qualification relevant experience.
30.	Deputy Director (Planning & Development) (BPS-18) / Regular	01	Min. Age 25 Years Max. Age 45 Years	<ul style="list-style-type: none"> i. MS or M.Phil. (Second Division) in Economics or Engineering or Management Sciences or Social Sciences or equivalent qualification from an Institute or University recognized by HEC; and ii. Three Years post Qualification relevant Experience <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> i. Masters' Degree or BS (Second Division) in Economics or Engineering or Management Sciences or Social Sciences or

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				equivalent qualification from an Institute or University recognized by HEC; and ii. Five Years post Qualification relevant Experience
31.	Senior Engineer (Civil) / XEN (Civil) (BPS 18) / Regular	01	Min. Age 25 Years Max. Age 45 Years	i. B.Sc. 2 nd division in Civil Engineering or equivalent qualification from an institute or a university recognized by the HEC; ii. Registered with Pakistan Engineering Council as an Engineer in Civil; and iii. Five years' post qualification relevant executive level experience in construction sector.
32.	Personal Secretary (BPS-17) / Regular	01	Min. Age 21 Years Max. Age 35 Years	i. Master's Degree or BS (2 nd Division) or equivalent qualification from an institute or a university recognized by the HEC; and ii. Hundred words per minute shorthand speed; and iii. 50 word per minute typing speed in English on computer
33.	Protocol Officer (BPS-17) / Regular	01	Min. Age 21 Years Max. Age 35 Years	i. Master's Degree or BS (2 nd Division) or equivalent qualification from an institute or a university recognized by the HEC; and ii. Two years' post qualification relevant experience.
34.	Assistant Registrar (BPS 17) / Regular	02	Min. Age 21 Years Max. Age 35 Years	Master's degree or ACMA or ACCA or BS (2 nd Division) or equivalent qualification from an institute or a university recognized by the HEC.
35.	Assistant Controller of Examinations (BPS 17) / Regular	01	Min. Age 21 Years Max. Age 35 Years	Master's Degree or BS (2 nd Division) or equivalent qualification from an institute or a university recognized by the HEC.
36.	Assistant Treasurer (BPS 17) / Regular	01	Min. Age 21 Years Max. Age 35 Years	MBA or M. Com or ACMA or ACCA or M.Sc. (2 nd division) in Economics or equivalent qualification from an institute or a university recognized by the HEC.
37.	Assistant Engineer (Civil) (BPS-17) / Regular	01	Min. Age 21 Years Max. Age 35 Years	i. B.Sc. 2 nd division in Civil Engineering or equivalent qualification from an institute or a university recognized by the HEC; ii. Registered with Pakistan Engineering Council as an Engineer in Civil.
38.	Assistant Engineer (Electrical) (BPS-17) / Regular	01	Min. Age 21 Years Max. Age 35 Years	i. B.Sc. 2 nd division in Electrical Engineering or equivalent qualification from an institute or a university recognized by the HEC; ii. Registered with Pakistan Engineering Council as an Engineer in Electrical.
39.	Network Administrator (BPS 17) / Regular	01	Min. Age 21 Years Max. Age 35 Years	Master's Degree or BS (Second Division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
40.	Computer Programmer (BPS 17) / Regular	01	Min. Age 21 Years Max. Age 35 Years	Master's Degree or BS (Second Division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or a university recognized by the Higher Education Commission.

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41.	Estate Officer (BPS 17) / Regular	01	Min. Age 21 Years Max. Age 35 Years	i. Master's Degree or BS (2 nd Division) or equivalent qualification from an institute or a university recognized by the HEC; and ii. Two years post qualification relevant experience.
42.	Assistant Director (Quality Enhancement Cell) (BPS 17) / Regular	01	Min. Age 21 Years Max. Age 35 Years	Master's Degree or BS (2 nd Division) in Social Sciences or Management sciences or sciences or equivalent qualification from an institute or a university recognized by the HEC.
43.	Medical Officer (BPS 17) / Regular	02	Min. Age 21 Years Max. Age 35 Years	i. MBBS (First Division) from an institute or a university recognized by the HEC. ii. Registered with Pakistan Medical Commission; and iii. 01 year House Job experience.
44.	Assistant Director (Sports) (BPS 17) / Regular	01	Min. Age 21 Years Max. Age 35 Years	Master's Degree or BS (2 nd Division) in Physical Education or Sports Sciences or equivalent qualification from an institute or a university recognized by the HEC.
45.	Assistant Director (Purchase & Store) (BPS-17) / Regular	01	Min. Age 21 Years Max. Age 35 Years	MBA or M. Com or ACMA or ACCA or M.Sc. (2 nd Division) in Economics or equivalent qualification from an institute or a university recognized by the HEC.
46.	Assistant Director (Planning & Development) (BPS-17) / Regular	01	Min. Age 21 Years Max. Age 35 Years	i. Masters' Degree or BS (Second Division) in Economics or Engineering or Management Sciences or equivalent qualification from an Institute or a University recognized by HEC.
47.	Public Relation Officer (BPS-17) / Regular	01	Min. Age 21 Years Max. Age 35 Years	Master's Degree or BS (2 nd 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.
48.	Assistant Director Research, Innovation & Commercialization (ORIC) (BPS 17) / Regular	01	Min. Age 21 Years Max. Age 35 Years	Master's Degree or BS (2 nd Division) in any discipline or equivalent qualification from an institute or a university recognized by the HEC.
49.	Transport Officer (BPS-17) / Regular	01	Min. Age 21 Years Max. Age 35 Years	i. Master's Degree or BS (2 nd Division) or equivalent qualification from an institute or a university recognized by the HEC; and ii. Two years post qualification relevant experience.
50.	Data Analyst (BPS-17) / Regular	01	Min. Age 21 Years Max. Age 35 Years	i. M. Sc. (2 nd Division) in statistics or equivalent qualification from an institute or a university recognized by the HEC; and ii. Two years post qualification relevant experience.
51.	Assistant Librarian (BPS-17) / Regular	02	Min. Age 21 Years Max. Age 35 Years	Master's Degree or BS (2 nd Division) in Library and Information Sciences or Information Sciences or Information Management or equivalent qualification from an institute or a university recognized by the HEC.
52.	Assistant Director (Information Technology Services)	01	Min. Age 21 Years	Master's Degree or BS (second division) in Computer Science or Information Technology or Telecommunication System or

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	(BPS-17) / Regular		Max. Age 35 Years	equivalent qualification from an institute or a university recognized by the HEC.
53.	Security Officer (BPS-17) / Regular	01	Min. Age 21 Years Max. Age 35 Years	i. Bachelor's degree (2 nd Division) or equivalent qualification from an institute or a university recognized by HEC. OR i. Retired commissioned officer from the Forces; ii. Not retired on medical or disciplinary grounds; and iii. Two years after retirement not passed.
54.	Clinical Psychologist (BPS-17) / Regular	01	Min. Age 21 Years Max. Age 35 Years	i. MS (2 nd Division) in Clinical Psychology or equivalent qualification from an institute or a university recognized by the HEC. OR i. Master's Degree or BS (second division) in Psychology or equivalent qualification from an institute or a university recognized by the HEC; ii. Advance Diploma in Clinical Psychology from an institute or a university recognized by the HEC; and iii. Two years post qualification relevant experience.

Note:

1. Applicants should apply through online job portal available at KUM's Website: <https://jobs.kum.edu.pk>. All forms and documents must be submitted/uploaded at portal in soft form on or before 06-07-2023 and hard copies of the same should be received via postal mail on or before 10-07-2023 at given postal address. Dossiers in hard form must be submitted through courier only (By-hand / Through Email submission shall not be entertained).
2. No column of the application form should be left blank, particularly postal address and contact numbers, both landline and mobile, must be mentioned.
3. This is the candidates' responsibility to ensure that all relevant information has been uploaded at online job portal.
4. Candidates are strictly advised to avoid uploading invalid documents. Documents with ambiguity (if entered) by candidates will not be accepted.
5. * The applicants are also required to submit processing fee (Non-refundable) through demand draft/pay order in favour of "Treasurer, Kohsar University Murree". A sum of Rs. 3000/- for the posts of BPS 20 and Rs. 2000/- for the posts of BPS 17 to 19. Fee in the form of Postal Orders is not acceptable. The application forms without processing fee shall not be considered / entertained. Online Account entitled "Kohsar University Murree Other Receipt Account", Acc. No. 5310217226400050, The Bank of Punjab.

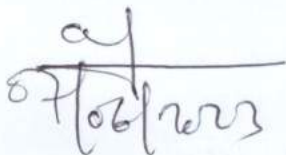
** The candidates who have already applied against Advertisement No. IPL-10511 dated 14th Oct 2021 and IPL-7615 dated 27th July 2022 are required to apply again with updated Credentials and Certificates etc. for same post by uploading their previous Demand Draft / Pay Order (Mandatory) and fresh NOC (In case applying through proper channel for Govt/ Semi. Govt Employee or Autonomous Bodies).*

6. Job application form against each post must be attached with two (02) sets of copies of the Degrees, Detail Marks Certificates (DMC) front and back dully attested from HEC/Concerned Board, Experience Certificates (duly verified by the respective employer/s), NOC, Domicile

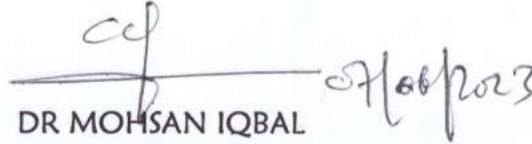
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certificate, valid CNIC, recent Passport size photographs and proof of transfer of processing fee with each Job Application Form. All documents should be attested, and Job Application Form should be completed in all respect. The university is entitled to reject any incomplete Job Application Form.

7. Only Punjab domiciled candidates are eligible to apply.
8. Applicants working on Regular/Acting Charge/Officiating/Ad-hoc/Current Charge and Contract basis in HEC recognized Public or Private Universities or Degree Awarding Institutes or Public/Private Sector Organizations (Including KUM's Employees) must apply through proper channel and attach NOC from their present employer and Experience Certificate/s from all former Appointing Authorities/Head of Institutions/Organizations within due date, otherwise their application shall be considered incomplete and liable to be rejected.
9. All kind of claimed experiences of the applicant shall only be considered if candidate produced / attached documentary evidence and duly verified by the respective Employer/s.
10. Concerned regulatory bodies' registration number/verification is required along with application form.
11. Applicants applying for more than one post shall submit separate application form with necessary documents, complete in all respects. Please clearly write name of the post applied for, on top right side of the envelope.
12. Applicants having foreign degree/s will be required to provide Equivalency Certificate from HEC/ IBCC, Islamabad. within due date.
13. In case of a foreign degree or certificate, transcribed in any foreign language (other than English), an English translation must be provided from a recognized institute within due date.
14. Distinction marks can only be granted after the provision of authentic document issued by the Controller of Examinations within due date.
15. For those DMCs/Transcripts, where percentage of marks is not mentioned, certificate regarding the percentage of marks should be provided from the concerned University/institution.
16. Eligibility in all respects shall be reckoned up till the closing date.
17. Quota (Women/Disability/Minorities) will be observed as per Government of Punjab directions subject to maturity and availability of the post. If seats are not matured against quota, all such applications will be converted to open merit.
18. Candidates must meet minimum and maximum age limits on closing date of application submission. However, age relaxation, for appointment by initial recruitment, shall be admissible as per policy of the Government of Punjab.
19. Any deficiency/concealment/misrepresentation of facts by any candidate at any stage will lead to disqualification.
20. Only Eligible/Shortlisted candidates will be called for Test/Interview. Short-listing of the candidates shall be made in accordance with the procedure laid down by the University.
21. The University shall not be held responsible for any delays or late reception of hard dossiers/copies/call letters for Test/Interview etc. by the candidates, due to courier's/Post Office services lapses.
22. No TA/DA shall be admissible.
23. The University reserves the right; not to fill any post; withhold the appointment against any advertised post and right to convert contractual posts into permanent posts; and permanent posts into contractual posts; and to increase or decrease the number of seats, without assigning any reason.



24. This advertisement is issued after getting approval of the Competent Authority and Administration is authorized to rectify errors/omissions (if any) in the advertisement.
25. In case of any query, candidates are advised to contact Additional Registrar via telephone (0333-8473233/0333-4033726) or email at hrdepartment@kum.edu.pk for administrative matters. For technical assistance, please contact at 0345-5501868 or 0300-7720117.



DR MOHSAN IQBAL
REGISTRAR, KUM

REGISTRAR OFFICE, JHIKA GALI CAMPUS KOHSAR UNIVERSITY MURREE

PH. # 051-9269174

Website: www.kum.edu.pk