



# KOHSAR UNIVERSITY MURREE



## SITUATION VACANT

Applications are invited from Pakistani nationals (Punjab, Domicile), who are dynamic, dedicated, and competent professionals in relevant fields and like to serve in a rapidly growing University located at Murree, Punjab

Sr. #	Nomenclature of the Post	BS	Required Qualification	Age Limit
<b>Terms &amp; Conditions for the Post of Controller of Examinations</b>				
1.	Controller of Examinations (Tenure for 03 Years, non-extendable)	20	(I) Ph.D. in any discipline or equivalent qualification from an institute or a university recognized by the HEC; and (II) Eight years post qualification teaching or administrative or professional experience in a public or private institute or University recognized by the HEC or public sector organization.  OR (i) MS or M.Phil. 2 <sup>nd</sup> 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 or professional experience in a public or private institute or University recognized by the HEC or public sector organization.  OR (i) Master's Degree or BS (2 <sup>nd</sup> Division) in any Discipline or equivalent qualification from an institute or a university recognized by HEC; and (ii) Twelve years post qualification teaching or administrative or professional experience in a public or private institute or University recognized by the HEC or public sector organization.	Min. Age 40 Years Max. Age 50 Years
Pay, Leave, Perks & Privileges			As admissible to a Government Servant in BPS-20	

### 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. The applicants are also required to submit Processing Fee in original demand draft / pay order (Non-refundable) of Rs. 3000/- in favor of "Treasurer, Kohsar University Murree", along-with other documents. (Fee in the form of Postal Orders is not acceptable). The application forms without processing fee shall not be considered / entertained. Online Account Name: Kohsar University Murree Other Receipt Account, No. 5310217226400050, Bank of Punjab.
3. 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



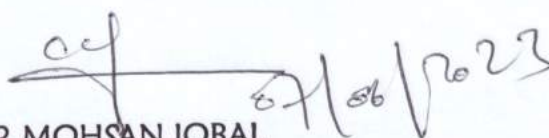


# KOHSAR UNIVERSITY MURREE



their present employer and Experience Certificate/s from all former Appointing Authorities/Head of Institutions/Organizations within due date, otherwise their applications shall be considered incomplete and liable to be rejected.

4. Concerned Regulatory Bodies Registration Number/verification is required along with Application Form.
5. Applicants having foreign degree/s will be required to provide Equivalency Certificate from HEC/ IBCC, Islamabad. within due date.
6. 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.
7. Distinction marks can only be granted after the provision of authentic document issued by the Controller of Examinations within due date.
8. Certificate regarding the percentage of marks will be provided from the concerned University/institution for those DMCs/Transcripts where a percentage is not mentioned.
9. Eligibility in all respects shall be reckoned up to the closing date.
10. 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.
11. Any deficiency/concealment/misrepresentation of facts by any candidate at any stage will lead to disqualification.
12. Only Eligible/Shortlisted candidates will be called for Interview. Short-listing of the candidates shall be made in accordance with the procedure laid down by the University.
13. The University reserves the right: not to fill any post; withhold the appointment against any advertised post, without assigning any reason.
14. The University shall not be held responsible for any delays or late receipt of hard dossiers/copies/call letters for Interview etc. by the candidates, due to courier's/Post Office services lapses.
15. No TA/DA shall be admissible.
16. 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](mailto:hrdepartment@kum.edu.pk).
17. This advertisement is issued after getting approval of the Competent Authority and administration is authorized to rectify errors/omissions (if any) in the advertisement.

  
DR MOHSAN IQBAL  
REGISTRAR, KUM

REGISTRAR OFFICE, JHIKA GALI CAMPUS KOHSAR UNIVERSITY MURREE

PH. # 051-9269174

Website: [www.kum.edu.pk](http://www.kum.edu.pk)