

DAWN

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KOH SAR UNIVERSITY MURREE

Applications are invited from Pakistan 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
Terms & Conditions for the Post of Controller of Examinations and Treasurer				
01	Registrar	20	<p>(i) Ph.D. in any discipline or equivalent qualification from an institute or a university recognized by the HEC; and</p> <p>(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.</p> <p style="text-align: center;">OR</p> <p>(i) MS or M.Phil. 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 teaching or administrative or professional experience in a 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 HEC; and</p> <p>(ii) 16 years education at least in 2nd division from a university or Degree Awarding Institute duly recognized by the HEC; and</p> <p>(ii) Twelve years post qualification teaching or administrative or professional experience in a public or private institute or University</p>	<p>Min. Age 40 Years</p> <p>Max. Age 50 Years</p>

			recognized by the HEC or public sector organization.	
02.	Controller of Examinations	20	<p>(i) Ph.D. in any discipline or equivalent qualification from an institute or a university recognized by the HEC; and</p> <p>(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.</p> <p style="text-align: center;">OR</p> <p>(i) MS or M.Phil. 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 teaching or administrative or professional experience in a 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</p>	<p>Min. Age 40 Years</p> <p>Max. Age 50 Years</p>
			<p>(ii) institute or a university recognized by HEC; and</p> <p>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.</p>	
			<p>(i) Ph.D. 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) MS or M.Phil. 2nd Division in Finance or Commerce or Accounting or Auditing or Economics or equivalent qualification from</p>	<p>Min. Age 40 Years</p>

03	Treasurer	20	<p>economics or equivalent qualification from an institute or a university recognized by the HEC; and</p> <p>(ii) Ten 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 HEC; and</p> <p>(ii) Twelve years post qualification relevant experience.</p>	Max. Age 50 Years
Tenure			Three (03) Years Contract, Non-Extendable	
Pay, Leave, Perks & Privileges			As admissible to a Government Servant in BPS-20	

Note:

1. Application should reach the office of the HR Section, Registrar Office till closing date i.e., 30th September 2024 (during office timing).
2. Job Applicants Form can be downloaded from KUM's website (www.kum.edu.pk) (Only Uploaded Job Application Form shall be accepted). Job Application Form along with documents must be submitted through courier only at given postal address (by hand/through email submission and received after closing date shall not be acceptable / entertained.).
3. No column of the application form should be left blank, particularly postal address/contact number both landline and mobile must be mentioned.
4. This is the candidates' responsibility to ensure that all relevant information has been uploaded at online job portal.
5. Candidates are strictly advised to avoid uploading invalid documents. Documents with ambiguity (if entered) by candidates will not be accepted.
6. * 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 document. (Fee in the form of Postal Orders is not acceptable). The application forms without processing fee shall not be considered / entertained OR Processing Fee may be deposited through e-challan in Kohsar University Murree, Account Name: "Treasurer Kohsar University Murree", Account Number, 5310217226400050, The Bank of Punjab Murree.

7. **Earlier process carried out by the Kohsar University Murree regarding appointments of the post of the Registrar, Treasurer and Controller of Examinations, Kohsar University Murree, has been declared void** by the Competent Authority, and appointee for the post of Treasurer not joined within due date, therefore, all interested candidates are required to apply afresh.
8. Job application form against each post must be attached with two (02) sets, copies of the Degrees, Detail Marks Certificates (DMC) front and back (preferable HEC/Concerned Board attested), Experience Certificates (duly verified by the respective Employer/s), NOC, Domicile, CNIC and recent Passport size photographs. All documents should be attested, and application form should be complete in all respects. University is entitled to reject any incomplete application form (soft and hard copy).
9. Only Punjab domiciled candidates are eligible to apply.
10. 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 (NOC may be accepted within one month after closing date).
11. Concerned Regulatory Bodies Registration Number/verification is required along with Application Form.
12. Applicants applying for more than one post shall submit separate Application Forms with necessary documents, complete in all respect. Please clearly write name of the post applied for, on top right side of the envelope.
13. Applicants having foreign degree/s will be required to provide Equivalency Certificate from HEC/ IBCC, Islamabad, within due date.
14. 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.
15. Distinction marks can only be granted after the provision of authentic document issued by the Controller of Examinations within due date.
16. Certificate regarding the percentage of marks will be provided from the concerned University/institution for those DMCs/Transcripts where a percentage is not mentioned.
17. Eligibility in all respects shall be reckoned up to the closing date.
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 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. In case of any query, candidates are advised to contact Additional Registrar (HR) via telephone (051-9269177) or email "hrdepartment@kum.edu.pk".
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.

ADDITIONAL REGISTRAR (HR), KUM
REGISTRAR OFFICE, ADMIN BLOCK, KOHSAR UNIVERSITY MURREE
PH. # 051-9269177, Website: www.kum.edu.pk

IPL-8354



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