

**POSITIONS VACANT**
**Applications are invited for the following positions in University of Kamalia**

Sr.	Name of Post	Number of Posts	Nature of Post / Age Limit	Eligibility Criteria
1.	Assistant (BS-16)	03	<b>Regular</b> <b>Age Limit:</b> 21-35 Years	(i) Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) five years' experience in Microsoft Office.
2.	Supervisor (Horticulture & Landscaping) (BS-14)	01	<b>Regular</b> <b>Age Limit:</b> 21-30 Years	Master's degree or BS (four years) (second division) in Horticulture or equivalent qualification from an institute or university recognized by Higher Education Commission.
3.	Sub Engineer (Civil) (BS-14)	01	<b>Regular</b> <b>Age Limit:</b> 18-30 Years	Diploma of Associate Engineering in Civil Engineering from a recognized institute.
4.	Junior Clerk (BS-11)	04	<b>Regular</b> <b>Age Limit:</b> 18-30 Years	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) speed of twenty-five words per minute of typing on computer in English; and (iii) proficient in M.S. Office or any other compatible office application.
5.	Electrician (BS-11)	01	<b>Regular</b> <b>Age Limit:</b> 18-30 Years	(i) Higher Secondary School Certificate (second division) from a recognized Board; (ii) Diploma of Associate Engineering (three years) (second division) in Electrical or equivalent qualification from a recognized institute; and (iii) two years' experience in the relevant field.
6.	Store Keeper (BS-11)	01	<b>Regular</b> <b>Age Limit:</b> 18-30 Years	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) speed of twenty-five words per minute of typing on computer in English.
7.	Cook (BS-05)	03	<b>Regular</b> <b>Age Limit:</b> 18-30 Years	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) two years' experience in the relevant field.
8.	Library Attendant (BS-05)	02	<b>Regular</b> <b>Age Limit:</b> 18-30 Years	(i) Secondary School Certificate (second division) from a recognized Board; and (ii) certificate in Library Science
9.	Security Guard (Female) (BS-05)	04	<b>Regular</b> <b>Age Limit:</b> 18-30 Years	(i) Secondary School Certificate second division) or equivalent qualification from a recognized Board; (ii) height = 5' 2''; and (iii) possess good physical health and physique.
10.	Security Guard (BS-05)	10	<b>Regular</b> <b>Age Limit:</b> 18-30 Years	(i) Ex -service man: a. not below the rank of Lance Naik or equivalent rank from forces; b. not retired on medical or disciplinary grounds; c. experience in security matters; and d. two years are not passed after retirement; or (ii) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (iii) height = 5' 6''.
11.	Driver (LTV) (BS-04)	01	<b>Regular</b> <b>Age Limit:</b> 18-30 Years	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) valid Light Transport Vehicle driving license and Public Service Vehicle driving License; and (iii) five years' experience in the relevant filed.
12.	Guest House Attendant (BS-01)	01	<b>Regular</b> <b>Age Limit:</b> 18-25 Years	Secondary School Certificate (second division) or equivalent qualification from a recognized Board.
13.	Naib Qasid (BS-01)	12	<b>Regular</b> <b>Age Limit:</b> 18-25 Years	Secondary School Certificate (second division) or equivalent qualification from a recognized Board.
14.	Mali (BS-01)	04	<b>Regular</b> <b>Age Limit:</b> 18-25 Years	Literate.
15.	Sanitary Worker (BS-01)	04	<b>Regular</b> <b>Age Limit:</b> 18-25 Years	Literate.

**How to Apply**

- Closing date for submission of online applications is **January 6<sup>th</sup>, 2025 (Monday)**.
- Applicants are required to apply online through university job portal i.e. <https://ukm.edu.pk/> on or before **January 6<sup>th</sup>, 2025 (Monday)**.
- The applicants are required to deposit fee challan worth of Rs. 1500/- for BS-11 to BS-16 and Rs.1000/- for BS-01 to BS-10, on or before January 6<sup>th</sup>, 2025 (Monday)**.
- The applicants can choose to pay the fee via any 1 Link member bank's ATM, mobile banking platform, internet banking and over the counter / in-person payment at 1 Link member bank branches.
- The applicants are also required to submit signed hardcopy / printout of same pre-filled online application form **THROUGH COURIER** along with two (02) recent passport size photographs, attested copies of CNIC, domicile, all educational documents (transcripts & certificates),

experience certificates **on or before January 8<sup>th</sup>, 2025 (Wednesday), to the Office of Registrar, University of Kamalia (former QAED Academy Building), Rajana Road, Kamalia, District Toba Tek Singh.**

5. Application forms must be filled carefully as no editing will be allowed after submission.
6. Applications submitted without deposited system generated fee challan will not be entertained. Deposited amount is non-refundable/non-transferable.
7. Candidates applying for more than one post shall submit separate application with necessary documents, complete in all respects.
8. Incomplete applications or applications received after due date (even dispatched through courier) will not be accepted.
9. **ONLY THE PUNJAB DOMICILED APPLICATIONS WILL BE ENTERTAINED.**
10. For any technical assistance regarding on-line application submission, please call at 0300-1199349 during office hours.

#### **General Instructions**

1. Foreign degree holders must provide equivalence certificate issued by the HEC along with application form.
2. Degrees only from HEC recognized Universities/degree awarding Institutions will be considered.
3. Candidates presently working in Government, Semi Government and Autonomous Bodies must send their applications through proper channel only.
4. In case the candidate is a Government Servant, a Departmental Permission Certificate/ NOC issued by the Competent Authority of the concerned Department is required to be produced along with hard copy of application form. Any application without Departmental Permission Certificate/ NOC shall be rejected.
5. If the candidate who has applied after taking NOC from his parent department/ Institution/ University and got selected in any other department/ Institution/ University during the process of selection, he/she would be required to send immediately an NOC from the new employer, failing which the application will be rejected ab-initio.
6. Experience where required for determination of eligibility for a post, a candidate shall have to produce documentary evidence in support of his/her claim.
7. Experience in private entities shall be accepted only if such entity is registered with SECP, Registrar of Firms or any other Regulatory Authority.
8. Relaxation in upper age limit may be granted to suitable candidates as per Government of Punjab rules.
9. As per Government of the Punjab notification No.SOR-IVI(S&GAD)15-1/2012 dated 21.05.2012, 15% of total posts shall be reserved for women, where posts are to be filled through recruitment without any reference to gender.
10. As per Government of Punjab, S&GAD (Regulations Wing), notification No.SOR-III(S&GAD)1-35/93, dated 27.03.2010, 5% quota has been reserved for minorities (non-Muslims) against the total number of posts advertised.
11. The quota for disable persons, minorities and women will be observed as per rules.
12. Applications of candidates, whose result is not officially announced by the Controller of Examination of a Board/ University on or before the closing date, shall not be considered.
13. In case any information provided by the candidate in his/her application form is found to be incorrect or false at any stage, he/she will be disqualified and action will be taken under the Rules.
14. Only shortlisted candidates will be invited for interview. No TA/DA will be admissible.
15. The University will not be responsible if call letters are delayed or not received due to any lapse of courier agency/post office/telephonic message.
16. In case 10 or more applications are received against an advertised post or where required by the service rules / statutes, a test (written / typing / screening) may be conducted of all the eligible candidates. **However, in accordance with the University's approved Recruitment Policy, test marks will not be included in the initial or final merit list.**
17. University reserves the rights to increase / decrease or totally withdraw the vacancies without assigning any reason.

**MUBASHAR TARIQ**

**REGISTRAR**

**UNIVERSITY OF KAMALIA**

**(FORMER QAED ACADEMY BUILDING) RAJANA ROAD, KAMALIA**

**PHONE: 046-3411191**