



UNIVERSITY OF OKARA

Public Sector University Established under Government of Punjab Act XIII of 2016

ADVERTISEMENT NO. 04/2022

University of Okara was established under Government of the Punjab Act, 2016 (XIII of 2016). Currently there are about 20000 students and more than 400 faculty/staff members. University of Okara is one of the most progressive and dynamic institutions of higher learning. It is situated on 204 acres of land sandwiched between Multan Road and Canal Lower Bari Doo Aab at Renalakhurd, District Okara. Applications are invited from the Punjab domiciled applicants for the following non-teaching posts:

Title of post with scale of pay, age limit and mode of appointment	NO. OF POSTS	ELIGIBILITY CRITERIA
Additional Director Information Technology Services (BS-19) Age: 35-50 Regular	01	<p>(i)</p> <p>(a) MS or M.Phil. (second division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) eight years' post qualification experience in the relevant field; or</p> <p>(ii)</p> <p>(a) Master's degree or BS (second division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) ten years' post qualification experience in the relevant field.</p>
Additional Treasurer (BS -19) Age: 35-50	01	<p>(i)</p> <p>(a) MS or M.Phil. (second division) in Finance or Commerce or Accounting or Auditing or Economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) eight years' post qualification experience in the relevant field; or</p> <p>(ii)</p> <p>(a) MBA in Finance or M.Com. or ACCA or ACMA or M.Sc. (second division) in Economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) ten years' post qualification experience in the relevant field.</p>
Additional Controller of Examinations (BS -19) Age: 35-50	01	<p>(i)</p> <p>(a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) eight years' experience in the relevant field from a public or private institute or university or recognized by Higher Education Commission or public sector organization; or</p>

		<p style="text-align: center;">(ii)</p> <p>(a) Master’s degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) ten years’ experience in the relevant field from a public or private institute or university or recognized by Higher Education Commission or public sector organization.</p>
<p>Deputy Director (Academics) (BS -18) Age: 25-45</p>	01	<p style="text-align: center;">(i)</p> <p>(a) MS or M.Phil. (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) three years’ post qualification teaching or administrative experience from a public or private institute or university recognized by Higher Education Commission; or</p> <p style="text-align: center;">(ii)</p> <p>(a) Master’s degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) five years’ post qualification teaching or administrative experience from a public or private institute or university recognized by Higher Education Commission</p>
<p>Deputy Treasurer (BS -18) Age:25-45</p>	03	<p style="text-align: center;">(i)</p> <p>(a) MS or M.Phil. (second division) in Finance or Commerce or Accounting or Auditing or Economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) three years’ post qualification experience in the relevant field; or</p> <p style="text-align: center;">(ii)</p> <p>(a) MBA (Finance) or M.Com or ACCA or ACMA or M.Sc or BS (second division) in Economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) five years’ post qualification experience in the relevant field.</p>
<p>Deputy Controller of Examinations (BS -18) Age: 25-45</p>	01	<p style="text-align: center;">(i)</p> <p>(a) MS or M.Phil. (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) three years’ post qualification teaching or administrative experience from a public or private institute or university recognized by Higher Education Commission or public sector organization or</p> <p style="text-align: center;">(ii)</p> <p>(a) Master’s degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) five years’ post qualification teaching or administrative experience from a public or private institute or university recognized by Higher Education Commission or public sector organization.</p>
<p>Assistant Registrar (BS-17) Age: 21-35</p>	02	<p>Master’s degree or ACCA or ACMA or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.</p>

Assistant Treasurer (BS -17) Age: 21-35	03	MBA or M.Com or ACMA or ACCA or M.Sc. or BS (second division) in Economics or equivalent qualification from an institute or university recognized by Higher Education Commission
Assistant Director (Academics) (BS -17) Age: 21-35	01	Master's degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.
Assistant Director Legal Matters (BS-17) Age: 21-35	01	LLB (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.
Medical Officer (BS -17) Age: 21-35	01	(i) MBBS (first division) from an institute or university recognized by Higher Education Commission; (ii) registered with Pakistan Medical Commission; and (iii) One year house job experience.
Assistant Director (Research, innovation & Commercialization) (ORIC) (BS -17) Age: 21-35	01	Master's degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.
Assistant Director (Quality Enhancement Cell) (BS-17) Age: 21-35	01	Master's degree or BS (second division) in Social Sciences or Sciences or Management Sciences or equivalent qualification from an institute or university recognized by Higher Education Commission.
Assistant Controller of Examinations (BS -17) Age: 21-35	03	Master's degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.
Estate Officer (BS -17) Age: 21-35	01	(i) Master's degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) Two years' experience in the relevant field.
Transport Officer (BS -17) Age: 21-35	01	(i) Master's degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) Two years' experience in the relevant field.
Assistant Engineer (Civil) (BS -17) Age: 21-35	01	(i) B.Sc. (second division) in Civil Engineering or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) Registered with Pakistan Engineering Council as Engineer in Civil.
Assistant Engineer (Electrical) (BS -17) Age: 21-35	01	(i) B.Sc. (second division) in Electrical Engineering or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) Registered with Pakistan Engineering Council as Engineer in Electrical.

IMPORTANT INSTRUCTIONS AND TERMS & CONDITIONS:

- Interested candidates may download Application Form from the University website i.e., www.uo.edu.pk.
- Candidates may submit their applications complete in all respect and along with original bank draft/deposit slip till **April 11, 2022**.
- Applicants are advised to read all instructions/terms and conditions of the advertisement as well as "important instructions to candidates" given on University of Okara website i.e. www.uo.edu.pk carefully in order to submit their applications be completed in all respects. The onus responsibility of correctness of the data given in the Application Form will rest solely on the candidates.

4. Those already in the Government / Semi- Government services or autonomous bodies will be required to send their applications through proper channel and bring 'No Objection Certificate' from their competent authority, at the time of interview.
5. Candidates must submit separate application for open merit and reserved quota
6. In case screening test is held for a post, it will be mandatory for all eligible candidates to appear, whether applying on merit or against any of the quotas.
7. The Competent Authority may recommend modification in the policy & procedure of Recruitment Process, as it may deem fit, in accordance with the provisions of University of Okara Act, 2016 & University of Okara Employees (Appointment, Terms and Conditions of Service) Statutes 2021.
8. Only short-listed candidates will be called for interview
9. It is mandatory to deposit Rs. 1,000/- as application Processing Fee (for BS-19 posts), Rs. 800/- (for BS-18 posts), Rs. 600/- (for BS-17 posts) for each application separately. This requisite fee may be paid through bank draft (NTN No. 9021534-6) in favor of "Treasurer University of Okara, Renala Khurd. Or deposit in HBL (Treasurer Payment A/C No. 01527913908901) of University of Okara and also attach original bank draft/deposit slip with the application form.
10. Candidates are required to send their applications in hard in a prescribed manner and it must be received in the Registrar Office University of Okara on or before the closing date.
11. No TA / DA will be admissible for appearing in Test / Interview.
12. Age relaxation shall be admissible as per policy of the Government.
13. All the candidates who have applied against the advertised posts before the approval of University of Okara Employees (Appointment, Terms and Conditions of Service) Statutes 2021 (i.e. 09th February, 2022) and their applications could not be processed are required to update and resubmit their applications with a proof of already deposited application processing fee. They may also get back their already submitted applications by a formal application in the Recruitment Cell of the Registrar Office University of Okara.
14. The following quotas will be observed as per policy of the Government amended from time to time
 - i. 3% quota for the persons with disabilities
 - ii. 15% quota for women
 - iii. 5% quota for the persons belonging to minority communities.
15. The university reserves the right to withdraw any post or its all advertisement or reject any or all applications without assigning any reason, which will not be challengeable in any court of law.
16. The University may increase or decrease the number of positions as per its requirement and availability of budget.
17. For further information, please Contact Registrar Office.

INTERVIEW & CALL-UP LETTER

- I. Schedule of test/Interviews for the said posts will be uploaded on the website of the University.
- II. Candidates Call-up-letter and Information about Date, Time and Venue of Interview will be conveyed to the short-listed candidates only.
- III. The candidates in real hardship cases may be considered for interview through online facility.

(DR. MUHAMMAD TAHIR KHAN)
REGISTRAR

UNIVERSITY OF OKARA

2-KM Main Multan Road, Renala Khurd By Pass, Okara, Punjab, Pakistan

Ph. # 044-2622121 E-mail: registrar@uo.edu.pk