



SITUATION VACANT
Advertisement No.HR-01/2018
FACULTY & STAFF POSITIONS

Applications from dynamic, dedicated and competent professional (Male /Female) are invited from the Nationals domiciled in the Province of the Punjab for the appointment in the University, on contract / regular basis, however TTS positions are open to all Pakistani Nationals:

For Faculty Positions					
Sr. No	Position	Department			Age
1.	Professor (BPS-21/TTS/Contract)	Software Engineering (01 post)			35-50
2.	Associate Professor (BPS-20/TTS/Contract)	Software Engineering, Bio Medical Engineering Technology, Automotive Engineering Technology, Cyber Security Engineering Technology, Energy Engineering Technology (01 post for each discipline)			30-50
3.	Assistant Professor (BPS-19/TTS/Contract)	Bio Medical Engineering Technology, Energy Engineering Technology, Automotive Engineering Technology, Cyber Security Engineering Technology (02 posts for each discipline) Software Engineering & Petroleum & Gas Engineering (01 post for each discipline)			25-40
4.	Lecturer (BPS-18 /Contract)	Bio Medical Engineering Technology, Automotive Engineering Technology (02 posts for each discipline)			21-35
For Administrative Positions					
Sr. No	Name of Post	BPS	Eligibility Criteria	Posts	Age
5.	Treasurer (Tenured Post for 5 Years) / Deputation	BPS-20 / Pay Package Negotiable	CA, ACMA, MBA in Finance, M.Com. or M.A in Economics from a University recognized by Higher Education Commission with fifteen years audit or accounts experience in BS-17 and above or any equivalent position including five years' experience in BPS-18 or above in Government or Semi Government, Corporate or Government Autonomous Bodies.	01	35-45
6.	Chief Medical Officer	BPS-19	M.B.B.S. or equivalent from a university recognized by Higher Education Commission or Pakistan Medical and Dental Council with twelve years professional experience in BPS-17 or above in Hospitals of Government, semi Government, corporate or Government Autonomous bodies.	01	40-50
7.	Medical Officer (Male)	BPS-17	M.B.B.S. or equivalent from a university recognized by Higher Education Commission or Pakistan Medical and Dental Council and with one year house job experience in hospitals of Government, semi Government, corporate or Government Autonomous bodies.	01	21-35
8.	Hostel Warden (Female)	BPS-18	M.A or M.Sc or BSc Engineering from a university recognized by Higher Education Commission and with six years' experience as Warden in BPS-17 in a college or university regarding responsibility to maintain discipline and other related matters among the students in hall of residence or hostel in Government, semi Government, corporate or Government Autonomous bodies.	01	25-35
9.	Assistant Registrar	BPS-17	Masters' degree or BSc Engineering from a University recognized by Higher Education Commission and have proficient knowledge of Computer. The candidates having relevant experience will be given preference.	02	21-35

10.	Administrative Officer	BPS-17	Bachelors' degree from a university recognized by Higher Education Commission and with seven years' experience as Assistant, Accountant or Computer Operator in Government, semi Government, corporate or Government Autonomous bodies.	02	21-35
For Staff Positions					
11.	Dispenser	BPS-12	i) Higher Secondary School Certificate with Biology from a recognized Board or institution; ii) Dispenser Course from Punjab Medical Faculty; and iii) Five years relevant experience in Government, Semi Government, Corporate or Government Autonomous Bodies.	01	21-35
12.	Junior Clerk	BPS-11	Higher Secondary School Certificate from a recognized institution or Board with a speed of 40 words per minute in typing in English or Urdu.	08	21-35
13.	Photo Copier/ Gestetnor Operator	BPS-05	Secondary School Certificate from a recognized Board or institution; and with five years' relevant experience in Government, Semi Government, Corporate or Government Autonomous Bodies.	01	21-35
14.	Driver	BPS-05	i) Secondary School Certificate from a recognized Board or institution; ii) HTV/LTV or PSV driving license; and iii) Five years' experience of driving light or heavy vehicles, their maintenance and routine repairs in Government, Semi-Government, Corporate or Government Autonomous Bodies.	10	21-35
15.	Security Guard	BPS-02	Literate and retired from armed forces.	10	18-45
16.	Naib Qasid	BPS-01	Secondary School Certificate from a recognized Board or institution.	16	21-35

For Faculty Position Only:

- The applications forms and eligibility criteria for (Sr. No.01-04) Regular/Contract and TTS are available on the University website www.uettaxila.edu.pk as well on HEC website www.hec.gov.pk respectively.
- The candidate must be registered with Pakistan Engineering Council (only for Engineers).
- Candidates are required to submit the followings alongwith application form:
 - Attested copies of Degrees, Transcripts, Certificates, Domicile, CNIC, PEC Valid Registration, Valid and authentic experience certificate (where applicable). Part time experience will not be counted.
 - Postal Order or Bank Draft/ Bank Challan HBL, UET Branch of the value, "BPS-20 & 21 Rs. 250/-, BPS-19 Rs.200/-, BPS-18 Rs.150/- & BPS-17 Rs.100/-" in favour of the Treasurer, UET Taxila.

General Requirements for All Posts:

- The candidate applying for more than one post shall submit separate application form for each post with required documents.
- Application will be received only through Registered Mail / Courier etc; by hand application will not be accepted. All Government employees are required to apply through proper channel.
- General Age Relaxation in upper age limit for a period of 05 years is admissible as per rules.
- The University reserves the right not to fill any post/withhold the appointment against any advertised post without assigning any reason or consider a person for appointment in a lower cadre against the post(s) advertised.
- The Quota for woman, disable persons and minorities will be observed as per rules.**
- All government employees will have to attach N.O.C and service/experience certificate from their parent department along with the application.
- Candidates applying against disable quota will have to submit a certificate from a Provincial Council for Rehabilitation of Disabled Persons of Social Welfare Department.
- Application on prescribed form completed in all respect must reach in the office of the Registrar UET, Taxila on or before **March 26, 2018** (Monday) up to 03:00 pm.
- Incomplete applications or those received after the due date regardless of the date of dispatch shall not be considered.
- No TA/DA will be paid for the interview/test etc.

(Engr. Mansoor Ahmad Baluch)
Registrar
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