



UNIVERSITY OF TECHNOLOGY NOWSHERA

(SHUHADA-E-APS, UOT)

OFFICE OF THE REGISTRAR

Advertisement No. 01 / 2018.

University of Technology, Nowshera is a leading technical education institution of higher learning with international advisory members in its committees. The mission of the University of Technology is to advance knowledge and educate students in modern science and technology. that will best serve the nation and the world in the 21st century.

The University is a Government of Khyber Pakhtunkwa initiative, currently organized into four Faculties (Civil, Electrical, Electronics and Mechanical technologies) with plans to introduce some most relevant state of the art disciplines in near future.

University of Technology believes in educational innovation, targeting to become a community of hands-on problem solvers. This spirit still guides on how we educate students on campus and how we shape new technologies to make UoT teaching accessible to thousands of learners around the country. We are focusing to produce top class technologists, engineers and scientists.

The University invites applications, on the prescribed form, for the following Regular Administrative Positions. The detail of vacancies is as under:-

Administrative Positions		
Sr. No	Position with BPS(Equivalent)	Required Qualification & Experience
01	Registrar (BPS-20) Other benefits: i. 1300cc Car with driver ii. On campus accommodation iii. Highly qualified candidates can be awarded extra increments	First class Master degree preferably in Management Sciences / Law / Engineering with 17 years' experience in Administration / Management in a University or a Government Department or an Autonomous Organization at least in pay scale 17 or its equivalent and above. ➤ Age limit can be relaxed up to 55 in case highly qualified and experienced candidate.
02	Controller of Examination (BPS-20) Other benefits: i. 1300cc Car with driver ii. On campus accommodation iii. Highly qualified candidates can be awarded extra increments	First class Master degree with 17 years' experience of teaching and examination work in a university or board of education in pay scale 17 or its equivalent and above. ➤ Age limit can be relaxed up to 55 in case high qualified and experienced candidate.
03	Director Finance-cum-Treasurer (BPS-20), Other benefits: highly qualified	First division Master's degree in Finance, Commerce, or Business Administration (with specialization in Finance) with 17 years' experience of accounts in a University or an Autonomous Organization at least in pay scale 17 or

	<p>candidates can be awarded extra increments</p> <ol style="list-style-type: none"> 1300cc Car with driver On campus accommodation Highly qualified candidates can be awarded extra increments 	<p>its equivalent and above.</p> <p>Wide ranging experience in financial management, accounting auditing, and administration can be given preference.</p> <p>The candidate shall be an eminent professional in the field of financial management, accounting and auditing.</p> <p style="text-align: center;">OR</p> <p>Chartered Accountancy with minimum 05 years relevant experience.</p> <p>➤ Age limit can be relaxed up to 55 in case of high qualified and experienced candidate</p>
04	<p>Director (P&D) (BPS-20)</p> <p>Other benefits:</p> <ol style="list-style-type: none"> 1300cc with drives On campus accommodation Highly qualified candidates can be awarded extra increments 	<p>First division Master's degree in Economics or Business Administration or B.Sc. engineering with 17 years' experience in the relevant field in a University or a Govt Department or an Autonomous Organization at least in pay scale 17 or its equivalent and above.</p> <p>➤ Age limit will be relaxed up to 55 is case high qualified and experienced candidate</p>
05	<p>Director Works (BPS-20)</p> <p>Other benefits:</p> <ol style="list-style-type: none"> 1300cc with drives On campus accommodation Highly qualified candidates can be awarded extra increments 	<p>First division Master degree in Civil Engineering with 17 years' experience or BSc Civil Engineering with 22 years' experience of construction buildings and roads in a university or a government department or an autonomous organization in at least pay scale 17 or equivalent and above. Higher qualification can be given preference.</p> <p>➤ Age limit can be relaxed up to 55 in case of high qualified and experienced candidate</p>
07	<p>Deputy Director (P&D) (BPS-18)</p>	<p>First division M.A./M.Sc (Economics) or MBA with 05 years' experience or second class MBA or M.A./M.Sc Economics with 10 years' experience in the relevant field in a University or Govt Department or Autonomous Organization in at least payscale17 or its equivalent.</p>
08	<p>Assistant Provost / Asstt: Resident Warden (BPS-17)</p>	<p>First division Master degree with 05 years' experience of Hostel Management / Student's affairs in a university or post graduate educational institution.</p>
09	<p>Assistant Director Admissions (BPS-17)</p>	<p>First division Master degree in Business Administration / HR / Economics / Public Administration with 05 years relevant experience in HEC recognized university / college / or educational institute.</p>
10	<p>Procurement officer (BPS-17)</p>	<p>First division Masters in Business Administration / Economics / M.Com or equivalent qualification or 2nd class Masters or Equivalent qualification with 5 years practical experience.</p>
11	<p>Assistant Computer Programmer for Exam Section (BPS-16)</p>	<p>First division Master degree in Computer Science / IT / OR First division BCS (Hons) (04 years) / BIT (04 years) degree from HEC recognized university / Institution with 05 years relevant experience.</p>

TERMS & CONDITION FOR APPLICATION

- i. Selection will be made purely on merit.
- ii. Preference will be given to those who have relevant experience and higher academic qualification.
- iii. The selected candidates will be governed by terms and conditions of the appointment order.
- iv. Only shortlisted candidates will be called for test / interview.
- v. Applicants shall apply only on the prescribed form, available on the University's website <http://www.uotnowshera.edu.pk> along with attested copies of all DMCs, Degrees, Certificates, Experience Certificates, Appointment Letters, CNIC & three passport size photographs must be attached with the application form and along with bank draft of an amount of Rs.1000/- in the name of Vice Chancellor, University of Technology, Nowshera OR transfer this amount online in account No. 1486-221422964 (for local) and UNILPKKA-IBAN-PK44UNIL0109000221422964, Account Title: Khyber Pakhtunkwa University of Technology maintained at United Bank Limited, University of Peshawar, as Application Fee.
- vi. The claim of experience shall be supported by experience certificates, appointment letters and pay slips issued by the authorized officer duly attested by a gazetted officer.
- vii. Contact numbers, mobile number, postal and email address must be written on the application form. Changes in contact number or postal address, if any, must be intimated to the office of undersigned.
- viii. All application must reach to the office of the undersigned by 26th January, 2018.
- ix. Incomplete applications, applications without attested documents and applications received after due date will not be considered.
- x. The applicants who are already in Government service shall apply through proper channel.
- xi. The applicants shall have no 3rd division in the entire academic career.
- xii. Age will be reckoned from the last date of submission of applications as per model statutes etc. will be final.
- xiii. Applications along with supporting documents can be submitted by email id: hr@uotnowshera.edu.pk
- xiv. The competent authority has the right to cancel the recruitment process or to increase/ decrease the numbers of posts or not to fill any post without showing any reason.
- xv. Candidates applying for more than one post need to send separate applications for each post.
- xvi. Candidates must write "**Post applied for _____**" on the top of envelope containing Application Form.
- xvii. No TA / DA will be admissible for Test / Interview wherever applicable.

Note: - The candidates are requested to visit our website time to time for further updates of recruitments, procurement and many more, please.

Errors and Omissions, if any, shall subject to rectification of errors

Shakil Arshad Khattak
Deputy Registrar
University of Technology, Nowshera
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