



UNIVERSITY OF MIANWALI

(ADVERTISEMENT NO. 03/2024)

POSITIONS VACANT

Applications are invited from the Pakistani nationals for the following statutory, & non-teaching positions in the University of Mianwali.

Statutory Positions					
Sr. No.	Name of the Position (BS)	Nature of the Position	No. of Posts	Qualification & Experience	Age Limit (years)
1.	Controller of Examinations (BS-20)	Contract (03 Years)	01	(i) Ph.D. in any discipline or equivalent qualification from an institute or a university recognized by the HEC; and (ii) Eight years post qualification teaching or administrative or professional experience in HEC recognized Public or Private University or Institute or Public Sector Organization. OR (i) MS or M.Phil. (second division) in any discipline or equivalent qualification from an institute or a University recognized by HEC; and (ii) Ten years post qualification teaching or Administrative or professional experience in HEC recognized Public or Private University or Public Sector Organization. OR (i) Master degree or BS (04 years) in any discipline or equivalent at least in (2nd Division) from a University recognized by the HEC; and (ii) Twelve years post qualification teaching or administrative or professional experience in the HEC recognized Public or Private University or Public Sector Organization.	40 to 50
2.	Treasurer (BS-20)	Contract (03 Years)	01	(i) Ph.D. in Finance or Commerce or Accounting or Auditing or Economics from a University by HEC; and (ii) Eight years post qualification experience in the relevant field. OR (i) MS or M.Phil. (Second Division) in Finance or Commerce or Accounting or Auditing or Economics OR equivalent Qualification in the field of Accounts & Audit from a University or Institute recognized by HEC; and (ii) Ten years post qualification experience in the relevant field. OR (i) MBA (Finance) or M.Com or ACCA or ACMA or M.Sc.(Economics) (2nd Division) or equivalent Qualification from a University recognized by HEC; and (ii) 12 years post qualification experience in the relevant field.	40 to 50

Non-Teaching Positions (On Regular Basis)					
Sr. No.	Name of the Post (BS)	Number of Seats	Eligibility Criteria		Age Limit (years)
1.	Nurse (BS-16)	02	BS Nursing (second division) or a three-year diploma in Nursing from an institute or a university recognized by the Higher Education Commission.		21 to 35
2.	Assistant (BS-16)	02	(i) Master's Degree or BS (second division) in any discipline or equivalent qualification from an institute or a University recognized by the Higher Education Commission; and (ii) Five years post qualification experience of Microsoft Office.		21 to 35
3.	Assistant Computer Programmer (BS-16)	01	MCS or MIT or MTS (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission. OR (i) B.Sc. (second division) with Computer Science or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) Four years post qualification relevant experience.		21 to 35
4.	Teaching Assistant (BS-16)	01	Master's Degree or BS (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission.		21 to 35
5.	Accountant (BS-15)	01	B. Com. (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission.		18 to 30
6.	Hardware Technician (BS-15)	01	(i) Bachelor's Degree (second division) with in Computer science from an institute or a university recognized by the Higher Education Commission; and (ii) Two years post qualification relevant experience.		21 to 35

			OR (i) Bachelor's Degree (second division) with PGD in Computer hardware or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) Two years post qualification relevant experience.	
7.	Stenographer (BS-15)	01	(i) Bachelor's degree (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission; (ii) Forty Words per Minute Typing Speed on Computer in English and Urdu; and (iii) Eighty Words per Minute Speed in Short Hand.	18 to 30
8.	Assistant Estate Officer (BS-14)	01	Bachelor's degree (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission.	21 to 30
9.	Sub-Engineer (Electrical) (BS-14)	01	DAE (three years) in Electrical Engineering from a recognized institute.	18 to 30
10.	Supervisor (Horticulture & Landscaping) (BS-14)	01	Master's Degree or BS (second division) in Horticulture or equivalent qualification from an institute or a university recognized by the Higher Education Commission.	21 to 30
11.	Supervisor (Construction and Maintenance) (BS-14)	01	(i) Higher Secondary School Certificate (Second Division) from a recognized board (ii) Diploma of Associate Engineer (three years) in civil or architecture (Second Division) or equivalent qualification from a recognized institute; and (iii) Two years post qualification relevant experience	18 to 30
12.	Sports Supervisor (BS-14)	01	(i) Bachelor's degree (second division) or BS (second division) with physical education or equivalent qualification from an institute or a university recognized by the Higher Education Commission; (ii) Five years post qualification experience of coaching	18 to 30
13.	Sanitary Supervisor (BS-14)	01	Diploma in Public Health or Sanitation from a recognized Institution.	18 to 30
14.	Hostel Warden (BS-14)	01	(i) Master's degree or BS (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) Three years post qualification relevant experience. OR (i) Bachelor' degree (second division) from an institute or a university recognized by the Higher Education Commission; and (ii) Five years post qualification relevant experience.	25 to 40
15.	Caretaker (BS-14)	01	Bachelor's degree (Second Division) or equivalent qualification from an institute or a University recognized by Higher Education Commission.	18 to 30
16.	Laboratory Supervisor (BS-13)	02	(i) DAE in relevant field from a recognized Board; and (ii) Five years post qualification relevant experience.	18 to 30
17.	Draftsman (BS-13)	01	(i) Diploma (two years) in Civil Draftsman after Secondary School Certificate with Science from a recognized institute; and (ii) Five years post qualification relevant experience with proficiency in Auto Cad.	18 to 30
18.	Instrument Repairer (BS-13)	02	(i) DAE (03 Years) in electronics or instrumentation or electrical or mechanical from a board of Technical Education or any recognized institution; and (ii) three years post qualification experience of installation and repair of instruments or equipment	18 to 30
19.	Electrician (BS-11)	01	(i) Higher Secondary School Certificate (second division) from a recognized board with DAE (three years) in Electrical or equivalent qualification from a recognized institute; and (ii) Two years post qualification relevant experience.	18 to 30
20.	Junior Clerk (BS-11)	08	(i) Higher Secondary School Certificate (second division) from a recognized Board; (ii) Twenty-five words per minute typing speed on computer in English; and (iii) Proficient in MS Office or any other compatible office application.	18 to 30
21.	Lab Technician (BS-11)	05	(i) Higher Secondary School Certificate (second division) from a recognized Board; and (ii) Diploma in relevant field from a recognized institute.	18 to 30
22.	CCTV Technician (BS-11)	01	(i) Higher Secondary School Certificate (second division) from a recognized board; and (ii) Diploma in relevant field from a recognized institute.	18 to 30
23.	Store Keeper (BS-11)	01	(i) Higher Secondary School Certificate (second division) from a recognized Board; and (ii) Twenty-five words per minute typing speed in English on computer.	18 to 30

24.	Computer Technician (BS-11)	01	(i) Higher Secondary School Certificate (second division) from a recognized Board; and (ii) Diploma in relevant field from a recognized institute	18 to 30
25.	Qari (BS-09)	01	(i) Secondary School Certificate (second division) from a recognized Board; (ii) Hifz-e-Quran with Tajweed from a recognized Madrassah; and (iii) Proficient in Qirat.	18 to 30
26.	Dispenser (BS-09)	01	(i) Higher Secondary School Certificate (second division) from a recognized Board; and (ii) Diploma in relevant field from a recognized Institute.	18 to 30
27.	Junior Storekeeper (BS-07)	02	(i) Secondary School Certificate (second division) from a recognized Board; and (ii) Twenty-five words per minute typing speed on computer	18 to 30
28.	Photocopier Operator (BS-05)	01	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Five years post qualification relevant experience.	18 to 30
29.	Tube Well Operator (BS-05)	01	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Two years post qualification relevant experience.	18 to 30
30.	Cook (BS-05)	02	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Two years post qualification relevant experience.	18 to 30
31.	Library Attendant (BS-05)	02	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (i) Certificate in Library Science.	18 to 30
32.	Book Binder (BS-05)	01	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Three years post qualification relevant experience.	18 to 30
33.	Maid (BS-05)	02	(ii) Secondary School Certificate (second division) or equivalent qualification from a recognized Board.	18 to 30
34.	Carpenter (BS-04)	01	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Diploma in the relevant field from a recognized institute.	18 to 30
35.	Tractor Driver (BS-04)	01	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Valid commercial tractor trolley driving license; and (iii) Five years post qualification driving experience.	18 to 30
36.	Bus Driver (BS-04)	04	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Valid heavy transport vehicle license and public service vehicle license; and (iii) Five years post qualification driving experience.	18 to 30
37.	Driver (LTV) (BS-04)	03	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Valid light transport vehicle license and public service vehicle license; and (iii) Five years post qualification driving experience	18 to 30
38.	Dispatch Rider (BS-02)	01	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Valid motorcycle driving license.	18 to 25
39.	Computer Lab Attendant (BS-01)	01	Secondary School Certificate (second division) with Computer Science from a recognized Board.	18 to 25
40.	Junior Lab Attendant (BS-01)	08	Secondary School Certificate (second division) with Science from a recognized Board.	18 to 25
41.	Herbarium Lab Attendant (BS-01)	01	Secondary School Certificate (second division) with Science from a recognized Board.	18 to 25
42.	Guest House Attendant (BS-01)	01	Secondary School Certificate (second division) or equivalent qualification from a recognized Board.	18 to 25
43.	Sweeper (BS-01)	03	Literate.	18 to 25
44.	Helper (Electrician) (BS-01)	01	Literate.	18 to 25
45.	Helper (Plumber) (BS-01)	01	Literate.	18 to 25

46.	Helper (Carpenter) (BS-01)	01	Literate.	18 to 25
47.	Sewerman (BS-01)	01	Literate.	18 to 25
48.	Helper (Painter) (BS-01)	01	Literate.	18 to 25
49.	Mess Helper (BS-01)	01	Literate.	18 to 25

MANDATORY INSTRUCTIONS:

- The prescribed application form can be downloaded from the website of the University of Mianwali, <https://umw.edu.pk/>.
- An appointment shall be made among the candidates domiciled in the Punjab province.
- Only short-listed candidates, where applicable, will be called for a test or interview.
- Foreign degree holders must provide an equivalence certificate issued by the Inter-Board Committee of the Chairman/Higher Education Commission.
- The application must be accompanied by an original deposited bank challan copy (which can be downloaded from the university website) in the amount of Rs. 500/- for BS-01 to BS-08 and Rs. 1000/- for BS-09 to BS-16 as processing fee (non-refundable).
- Candidates who want to apply for more than one post are required to submit a separate and complete application along with a separate bank challan for the required amount.
- Candidates already employed in any government or semi-government department, or autonomous body must apply through the proper channel by the due date; otherwise, their application shall not be entertained.
- Incomplete applications in any respect or applications received after the due date will not be entertained.
- Applicants on a quota basis should mention the category of quota as per the Government of the Punjab Quota Policy Rules on the application forms and forward each application separately.
- Applications on the prescribed form, complete and signed in all respects, along with the necessary documents attached, must reach the office of the Registrar on or before April, 26, 2024.
- Age relaxation will be given as per Government of Punjab rules.
- The university reserves the right to fill any position, withhold an appointment for any advertised position, or accept or reject any application without assigning any reason.
- The university may increase or decrease the number of posts at any time without prior intimation.
- The decision of the university shall remain binding in all cases.
- The already advertised posts vide Advertisement No. 04/2022 with IPL-9400, are cancelled/withdrawn. Fresh applications are required.

Registrar
University of Mianwali
Mianwali (42200)
0459-920270