

Vacancy Announcement

S.No	Post Title	No. of Posts	Age Limit	Description/Eligibility Criteria
1	Additional Registrar (Equivalent to BPS 19)	01	Min. Age 35 Years Max. Age 50 Years	(i)MS or M.Phil.(Second Division) in any discipline or equivalent qualification from an institute or a university recognized by HEC; and Eight years' post qualification relevant experience in a Public or Private institute or university recognized by the HEC or Public Sector Organization. OR (ii)Master's degree or BS (Second Division) in any discipline or equivalent qualification from an institute or a university recognized by the HEC. (iii) Twelve years post qualification relevant teaching or administrative experience.
2	Additional Treasurer (Equivalent to BPS 19)	01	Min. Age 35 Years Max. Age 50 Years	(i)MS or M.Phil.(Second Division) in Finance or Commerce or Accounting or Auditing or Economics or equivalent qualification from an institute or a university recognized by the HEC. and (ii)Eight years' post qualification relevant experience. OR (i)MBA (Finance) or M.Com. Or ACCA or ACMA or M.Sc.in Economics (Second Division) or equivalent qualification from an institute or a university recognized by the HEC and (ii)Ten years post qualification relevant experience.
3	Additional Librarian (Equivalent to BPS 19)	01	Min. Age 35 Years Max. Age 50 Years	(i)MS or M.Phil. (Second division) in Library and Information Science or Information Sciences or Information Management or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii)Eight years post qualification relevant experience. OR (i)Master's Degree or BS (Second Division) in Library and Information Science or Information Sciences or Information Management or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii)Ten years post qualification relevant experience.
4	Deputy Registrar (Equivalent to BPS 18)	02	Min. Age 25 Years Max. Age 45 Years	(i)MS or M.Phil. (Second Division) in any discipline or equivalent qualification from an institute or a university recognized by HEC; and (ii)Three years post qualification teaching or administrative experience in Public or Private Institute or a university recognized by the HEC or public sector organization. OR (i)Master's Degree or BS (second division) or equivalent qualification from a university or Institute recognized by HEC; and (ii) Five years post qualification teaching or administrative experience in Public or Private Institute or a university recognized by the HEC or Public Sector Organization.
5	Deputy Controller of Examination (Equivalent to BPS 18)	01	Min. Age 25 Years Max. Age 45 Years	(i) MS or M.Phil. (second division) in any discipline or equivalent qualification from an institute or a university recognized by HEC; and (ii) Three years post qualification teaching or administrative experience in Public or Private Institute or a university recognized by the HEC or public sector organization. OR (i) Master's Degree or BS (second division) or equivalent qualification from an institute or a university recognized by HEC; and (ii) Five years post qualification teaching or administrative experience in Public or Private Institute recognized by the HEC or Public Sector Organization.
6	Deputy Treasurer (Equivalent to BPS 18)	01	Min. Age 25 Years Max. Age 45 Years	(i)MS or M.Phil. (Second Division) in Finance or Commerce or Accounting or Auditing or Economics or equivalent qualification from an institute or a university recognized by HEC; and (ii) Three years' post qualification relevant experience. OR (i)MBA (Finance) or M.Com. or ACCA or ACMA or M.Sc. (Second Division) in Economics or equivalent qualification from an institute or a university recognized by HEC; and (ii) Five years post qualification relevant experience.
7	Deputy Director IT Services	01	Min. Age 25 Years	(i)MS or M.Phil. (Second Division) in Computer Sciences or Information Technology or Telecommunication System or equivalent qualification from an institute or University recognized by Higher Education Commission; and

8	Database Administrator (Equivalent to BPS 18)	01	Min. Age 25 Years Max. Age 45 Years	(i)Master's Degree or BS (Second Division) in Computer Sciences or Information Technology or equivalent qualification from an institute or a university recognized by the HEC; and (ii) Five years post qualification relevant experience.
9	Deputy Director Research, Innovation & Commercialization (ORIC) (Equivalent to BPS 18)	01	Min. Age 25 Years Max. Age 45 Years	(i)MS or M.Phil. in any discipline or equivalent qualification from an institute or university recognized by HEC; and (ii) Three years post qualification teaching or administrative experience in a Public or Private Institute or university recognized by the HEC or public sector organization. OR (i)Master's Degree or BS (second division) in Social Sciences or equivalent qualification from an institute or a university recognized by HEC; and (ii) Five years' post qualification teaching or administrative experience in a public or private institute or university recognized by the HEC or public sector organization.
10	Deputy Director Student Affairs (Equivalent to BPS 18)	01	Min. Age 25 Years Max. Age 45 Years	(i)MS or M.Phil. (2nd division) in any discipline or equivalent qualification from an institute or University recognized by the Higher Education Commission; and (ii) Three years post qualification teaching and administrative in a public or private institute or university recognized by the HEC. OR (i)Master's Degree or BS (2nd Division) in any discipline or equivalent qualification from an institute or a university recognized by the HEC; and (ii) Five years post qualification teaching and administrative experience in a Public or Private Institute or university recognized by the HEC.
11	Deputy Director External Linkages (Equivalent to BPS 18)	01	Min. Age 25 Years Max. Age 45 Years	(i) MS or M.Phil. (2nd division) in any discipline or equivalent qualification from an institute or university recognized by HEC; and (ii) Three years' post qualification relevant experience. OR (i) Master's Degree or BS (2nd division) in any discipline or equivalent qualification from an institute or university recognized by HEC; and (ii) Five years' post qualification relevant experience.
12	Deputy Director Legal Matters (Equivalent to BPS 18)	01	Min. Age 25 Years Max. Age 45 Years	(i)LLB (Second Division) or equivalent qualification from an institute or a university recognized by the HEC; and (ii) Five years post qualification relevant experience.
13	Deputy Director Quality Enhancement Cell (QEC) (Equivalent to BPS 18)	01	Min. Age 25 Years Max. Age 45 Years	(i)MS or M.Phil. (2nd division) in Management Sciences or Social Sciences or Sciences or equivalent qualification from an institute or university recognized by HEC; and (ii) Three years post qualification relevant experience. OR (i) Master's Degree or BS (2nd Division) in Social Sciences or Management sciences or Social Sciences or Sciences or equivalent qualification from an institute or university recognized by the HEC; and (ii) Five years post qualification relevant experience.

14	Deputy Director Quality Enhancement Cell (QEC) (Equivalent to BPS 17)	01	Min. Age 25 Years Max. Age 45 Years	(i)MS or M.Phil. (2nd division) in any discipline or equivalent qualification from an institute or university recognized by HEC; and (ii) Three years post qualification relevant experience. OR (i) Master's Degree or BS (2nd Division) in any discipline or equivalent qualification from an institute or university recognized by the HEC; and (ii) Five years' post qualification relevant experience.
15	Assistant Director Sports (Equivalent to BPS 17)	01	Min. Age 21 Years Max. Age 35 Years	Master's Degree or BS (2nd Division) in Physical Education or Sports Sciences or Equivalent qualification from an institute or university recognized by the HEC.
16	Assistant (Accounts) (Equivalent to BPS 16)	02	Min. Age 21 Years Max. Age 35 Years	(i)Master's Degree or BS (2nd Division) in Commerce or Management Sciences or Accounting & Finance or Economics or equivalent qualification from an institute or university recognized by the HEC. (ii) 05 years' post qualification experience of handling Accounts or Audit .
17	Assistant (Auditor) (Equivalent to BPS 16)	02	Min. Age 21 Years Max. Age 35 Years	(i)Master's Degree or BS (2nd Division) in Commerce or Management Sciences or Accounting & Finance or Economics or equivalent qualification from an institute or university recognized by the HEC. (ii) Five years' post qualification experience of handling Accounts or Audit
18	Assistant Computer Programmer (Equivalent to BPS 16)	01	Min. Age 21 Years Max. Age 35 Years	(i)MCS or MIT or MTS (2nd Division) equivalent qualification from an institute or university recognized by the HEC. OR (i)B.Sc.(2nd Division) with major Computer Science equivalent qualification from an institute or university recognized by the HEC. (ii) Four years' post relevant experience
19	Assistant/Superintendent (Equivalent to BPS 16)	01	Min. Age 21 Years Max. Age 35 Years	Master's degree or BS (2nd Division) in any discipline or equivalent qualification from an institute or a university recognized by the HEC; and Five years post qualification experience of Microsoft office
20	Research Assistant (Equivalent to BPS 16)	01	Min. Age 21 Years Max. Age 35 Years	Masters or BS (2nd Division) equivalent qualification from an institute or university recognized by the HEC.
21	Security Officer (Equivalent to BPS 16)	01	Min. Age 21 Years Max. Age 35 Years	(i)Ex-Serviceman not below the rank or Subedar Major or equivalent rank form force; (ii)Not retired on medical or disciplinary grounds; and (iii) Two years after retirement are not passed. OR (i)Subedar or equivalent rank from forces; (ii)Not retired on medical or disciplinary grounds; and (iii)Two years' experience as assistant security offices
22	Nurse (Equivalent to BPS 16)	02	Min. Age 18 Years Max. Age 30 Years	BS, Nursing (2nd Division) or three years diploma in nursing from an institute or university recognized by the HEC.
23	Computer Operator (Equivalent to BPS 15)	02	Min. Age 18 Years Max. Age 30 Years	(i) Bachelor's Degree (2nd Division) or equivalent qualification from an institute or university recognized by the HEC (ii) Three months computer training course or diploma in MS office from recognized institute (iii) 40 works per minits typing speed on computer in English OR (i)BCS in (2nd Division) or equivalent qualification from an institute or university recognized by the HEC. (ii) 40 works per minits typing speed on computer in English

24	Library Assistant (Equivalent to BPS 14)	01	Min. Age 18 Years Max. Age 30 Years	(i)Bachelor's Degree (2nd Division) with Library Science equivalent qualification form an institute or university recognized by the HEC; and (ii) Three year's post qualification relevant experience OR (i)Higher Secondary School Certificate (2nd Division) equivalent qualification form a recognized board; (ii)Certificate in Library Science; (iii)Five year post qualification relevant experience; and (iv) Knowledge of computer
25	Care Taker (Male/Female) (Equivalent to BPS 14)	02	Min. Age 18 Years Max. Age 30 Years	Bachelor's Degree (2nd Division) or equivalent qualification from an institute or recognized by HEC
26	Sub Engineer (Civil & Electrical) (Equivalent to BPS 14)	02	Min. Age 18 Years Max. Age 30 Years	DAE (three years) in Civil Engineering from a recognized Institute.
27	Supervisor/Surveyor (Const & Maint) (Equivalent to BPS 14)	01	Min. Age 21 Years Max. Age 35 Years	(i)Higher Secondary School Certificate (2nd Division) from a recognized board (ii)Diploma of Associate Engineering (Three Years) in Civil or Architect 2nd Division or equivalent qualification from a recognized institute; and (iii)Two years post qualification relevant experience
28	Imam Masjid (Equivalent to BPS 12)	01	Min. Age 21 Years Max. Age 40 Years	Sanad Daras-i-Nazami or Sanad Fazil-i- Arabi with proficiency in qirat;
29	Head Security Guard (Equivalent to BPS 11)	01	Min. Age 18 Years Max. Age 30 Years	Preference will be given to retired JCO.
30	Electrician (Equivalent to BPS 11)	01	Min. Age 18 Years Max. Age 30 Years	(i)Higher Secondary School Certificate (2nd Division) from a recognized institute and (ii)Two years post qualification relevant experience.
31	Store Keeper (Equivalent to BPS 11)	01	Min. Age 18 Years Max. Age 30 Years	(i)Higher Secondary School Certificate (2nd Division) from a recognized board; and (ii)25 words per minute typing speed in English on computer.
32	Dispenser (Equivalent to BPS 09)	01	Min. Age 18 Years Max. Age 30 Years	(i)Higher Secondary School Certificate (2nd Division) from a recognized board; and (ii)Diploma in relevant field from a recognized Institute.
33	Telephone Operator (Equivalent to BPS 07)	01	Min. Age 18 Years Max. Age 30 Years	(i)Higher Secondary School Certificate (2nd Division) or equivalent qualification from a recognized board; and (ii)Three Years post qualification experience.

34	Deputy Director Career Counseling (Equivalent to BPS 18)	01	Min. Age 25 Years Max. Age 45 Years	(i)MS or M.Phil. (2nd division) in Management Sciences or equivalent qualification from an institute or University recognized by Higher Education Commission; and (ii) Diploma holders of Civil Engineering (iii)Three years post qualification relevant experience. OR (i)MBA or M.Com. (2nd Division) or equivalent qualification from an institute or university recognized by the HEC; and (ii)Five years post qualification relevant experience.
35	Senior Engineer Civil/XEN (Equivalent to BPS 18)	01	Min. Age 25 Years Max. Age 45 Years	(i)B.Sc. 2nd division in (Civil Engineering) or equivalent qualification from an institute or university recognized by the HEC. (ii)Registered with the Pakistan Engineering Council as an Engineer in Civil; and (iii) Five years' post qualification relevant executive level experience in construction sector.
36	Personal Secretary to VC (Equivalent to BPS 17)	01	Min. Age 21 Years Max. Age 35 Years	(i)Master's Degree or BS (2nd Division) or equivalent qualification from an institute or university recognized by the HEC. (ii)Hundred words per minutes' shorthand speed; and (iii)Fifty words per minutes typing speed in English on computer.
37	Assistant Registrar (Equivalent to BPS 17)	04	Min. Age 21 Years Max. Age 35 Years	Master Degree or ACMA or ACCA or BS (2nd Division) equivalent qualification form an institute or university recognized by the HEC.
38	Assistant Controller of Examination (Equivalent to BPS 17)	02	Min. Age 21 Years Max. Age 35 Years	Master Degree or BS (2nd Division) equivalent qualification form an institute or university recognized by the HEC.
39	Assistant Treasurer (Equivalent to BPS 17)	03	Min. Age 21 Years Max. Age 35 Years	MBA (Finance) or M. Com or ACMA or ACCA or M.Sc.(2nd Division) Economics or equivalent qualification from an institute or university recognized by the HEC.
40	Network Administrator (Equivalent to BPS 17)	01	Min. Age 21 Years Max. Age 35 Years	Master's Degree or BS (2nd Division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification an institute or university recognized by the HEC.
41	Computer Programmer (Equivalent to BPS 17)	01	Min. Age 21 Years Max. Age 35 Years	Master's Degree or BS (2nd Division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification an institute or university recognized by the HEC.
42	Estate Officer (Equivalent to BPS 17)	01	Min. Age 21 Years Max. Age 35 Years	(i)Master's Degree or BS (2nd Division) equivalent qualification an institute or university recognized by the HEC. (ii)Law Graduate will be preferred (iii)Two years post qualification relevant experience
43	Assistant Director (Quality Enhancement Cell) (Equivalent to BPS 17)	01	Min. Age 21 Years Max. Age 35 Years	Master's Degree or BS (2nd Division) in Social Sciences or sciences or Management Sciences or equivalent qualification from an institute or university recognized by the HEC.
44	Medical Officer Male/Female	02	Min. Age 21 Years	MBBS 1st Division form an Institute or a university recognized by HEC. Registered with the Pakistan Medical Commission and One year House job experience

- Applicants are required to apply against the above-mentioned posts on the plain papers along with three copies of CV and all attested photocopies of academic transcripts/experience certificates if any. The applications should reach the office of the Registrar of the University (within twenty-one (21) days from the date of advertisement) during office hours.
- The candidates having relevant experience of working on these posts in public sector universities shall be preferred.
 - Applications must reach through Post/Courier. By-hand submission shall not be entertained.
 - Applicants must submit separate application for each post.
 - Candidates for above positions are required to submit three copies of application along with complete CV and attested copies of testimonials.
 - Two most recent passport size photographs should be affixed on each application.
 - Candidates must meet minimum and maximum age limit on closing date of the submission of applications.
 - Only Punjab domiciled candidates are eligible.
 - Applications must be accompanied with Demand Draft/ Pay Order of Rs. 3000/- as processing fee (not refundable for each vacancy) in favor of Treasurer Kohsar University Murree.
 - Candidates already in service of a Government, Semi-Government Department or an Autonomous bod must apply through proper channel.
 - Applications received after the last date shall not be entertained.
 - Incomplete applications shall not be entertained.
 - Applications received on or before 03:00PM on last date of submission shall only be entertained.
 - Name of the post applied for must be written on the top right corner of the envelop.
 - By-hand applications are not acceptable.
 - The university reserves the rights not to fill or withdraw any post or withhold the appointment against advertised post without assigning any reason.
 - Only short-listed candidates will be called for the test/interview.
 - No. TA/DA will be paid for the purpose.

Registrar
Kohsar University, Admin Block,
Kashmir Point, Murree
Tel: 051-9269174
051-9269171

KOHSAR UNIVERSITY MURREE
OFFICE OF THE REGISTRAR
Admin Block, Kashmir Point, 47150, Murree - Pakistan
TEL: +92-51-9269170-71
E-mail: kohsarusuniversitymurree@gmail.com

No.KUM/REG/389/2021 Dated Murree, the 08th October 2021

Subject: ADVERTISEMENT FOR VARIOUS POSTS AT KOHSAR UNIVERSITY MURREE

Kindly find enclosed an advertisement regarding subject matter, to publish preferably in the following newspapers in Rawalpindi, Lahore, Multan, Islamabad editions at the earliest possible:

- The Nations
- The Nawai-e-Waqat
- The Express News

Expense regarding advertisement will be paid by Kohsar University Murree through cross cheque.

Registrar

Public Director General,
Public Relations,
Government of the Punjab,
21-Mahmood Ghaznavi Road,
Lahore.