



UNIVERSITY OF EDUCATION, LAHORE

VACANCIES FOR NON-TEACHING POSTS

The University of Education, Lahore was established in 2002 through an Ordinance issued by the Governor of Punjab & was created out of several leading teacher training institutions working all across the Punjab. It comprises of nine Campuses and three functional Divisions situated in Lahore, Attock, Multan, Vehari, Dera Ghazi Khan, Faisalabad and Jauharabad. HEC has established Seerat Chair in University of Education, Lahore on the theme “**Human Rights & Social Justice**”. The chair will research on Seerat-e-Tayyaba of Holy Prophet Muhammad (Sallallahu Alayhi Wa Sallam) and will focus on the prevalent challenges being faced by the country & society to propose guidance in the light of extracts from the life of Prophet Muhammad (Sallallahu Alayhi Wa Sallam). Currently University of Education is in search of following staff, to be employed under the Seerat Chair on contractual basis. The ideal candidates for the following positions who possess requisite knowledge, experience and have interest and motivation to work may apply.

Sr.	Posts	Pay Package	Qualification/Experience/Eligibility Requirements	Age
1.	Secretary to Head of Seerat Chair	Rs. 40,000/- (per month)	<ul style="list-style-type: none">Master degree (second division) in relevant subject or equivalent from an institution recognized by HEC with one years' experience in the relevant field.Candidate having knowledge of Quran, Sunnah and Dars e Nizami will be preferred.	22-35 Years
2.	Attendant	Rs. 20,000/- (per month)	Primary pass	18-30 Years

How to Apply

- Applicants are required to apply on University prescribed application form which can be downloaded from the University website i.e www.ue.edu.pk and also attach original bank draft of worth **Rs.500/-** payable to the “**Treasurer, University of Education, Lahore**” with their application forms. Application submitted without bank draft or having incorrect payable title will not be entertained. Deposited amount is non-refundable and non-transferable.
- All applicants are required to attach attested copies of CNIC, domicile, all educational documents / certificates, experience certificates and any other relevant documents along-with their application forms and submit to the “**Registrar Office, University of Education, College Road Township, Lahore**” till the closing date.

General Information

- Relaxation in upper age limit may be granted to suitable candidates as per rules.
- The quota for disable persons and women will be observed as per rules.
- Degree only from HEC recognized Universities/degree awarding Institutions will be considered.
- Foreign degree holders must submit their equivalence certificate /(s) issued by the HEC, Pakistan.
- Candidates presently working in Government, Semi Government and Autonomous Bodies must send their applications through proper channel only. Applications submitted without NOC / advance copy shall not be entertained.
- Only shortlisted candidates will be invited for interview. No TA/DA will be admissible.
- Initial appointment will be made on one year contract basis (extendable annually till the closing of the project).
- Closing date for submission of application is **10th April 2019** (within office hours). Incomplete applications or applications received after due date (even dispatched through courier) will not be accepted.
- Experience, where prescribed, would include equivalent experience, in a profession or in the service of an autonomous or semi-autonomous organization or private organization gained after acquiring the basic requisite qualification for the post.
- University reserves the rights to increase/decrease or totally withdraw the vacancies without assigning any reason.

Registrar, University of Education, College Road Township, Lahore-Pakistan.

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