UNIVERSITY OF EDUCATION, LAHORE
VACANCIES FOR NON-TEACHING POSTS

Applications are invited from the Punjab Domiciled Pakistani for the following posts.

Sr.	Post/ Category/Basic scale	Qualification/Experience/Eligibility Requirements/age
1.	**Director (Planning & Development)** (BS-20) on contract basis	PhD in Education, Public Administration, Management Sciences, Administration Sciences or Commerce with fifteen years relevant experience in BS-17 or above in the Government, a University or an Educational Institution; **OR** Master degree (first division) in Education, Public Administration, Management Sciences, Administrative Sciences or Commerce with twenty years' relevant experience in BS-17 or above in the Government, a University or an Educational Institution. **Age** upto 65 years
2.	**Deputy Director** (Administration, Finance, Examinations) (BPS-18)	Master degree (first division) in relevant subject or equivalent with six years' relevant experience. **Age** 30-40 years
3.	**Network Manager** (BPS-18)	Master degree (first division) in relevant subject or equivalent with six years' relevant experience. **Age** 30-40 years
4.	**Senior Engineer** (BPS-18)	BSc (Civil Engineering) with six years' relevant experience in BS-17 or equivalent in Government, a university or an educational institution. **Age** 25-40 years
5.	**Assistant Director** (Administration, Finance, Examinations) (BPS-17)	Master degree in relevant subject or equivalent with one years' relevant experience for those who obtained first division in master's degree and five years relevant experience for those who obtained second division in master's degree. **Age** 22-35 years
6.	**University Engineer** (BPS-17)	BSc (Civil Engineering) with one years' relevant experience in BS-17 or equivalent in the Government, a university or an educational institution. **Age** 22-35 years
7.	**Software Engineer** (BPS-17)	Master degree in relevant subject or equivalent with one years' relevant experience for those who obtained first division in master's degree and five years relevant experience for those who obtained second division in master's degree. **Age** 22-35 years
8.	Inventory Officer (BPS-15)	i. Master degree (second division) from an institution recognized by HEC; or ii. BSc with five years' experience in the relevant field. **Age** 18-25 years
9.	Senior Key Punch Operator (BPS-15)	i. Master degree (second division) from an institution recognized by HEC; and ii. Computer certification in relevant discipline with one year experience in the relevant field. **Age** 18-25 years
10.	Key Punch Operator (BPS-12)	i. BA, BSc or B.Com (second division); and ii. having relevant computer certification with three years' relevant experience. **Age** 18-25 years
11.	Accounts Assistant (BPS-12)	i. BA, BSc or B.Com (second division); and ii. having relevant computer certification with three years' relevant experience. **Age** 18-25 years
12.	Junior Audit Officer (BPS-12)	i. BA, BSc or B.Com (second division); and ii. having relevant computer certification with three years' relevant experience. **Age** 18-25 years
13.	Junior KPO (BPS-7)	i. BA, BSc or B.Com (second division); and ii. having relevant computer certification. **Age** 18-30 years
14.	Laboratory Assistant (BPS-7)	Middle being a skilled worker certification with three years' experience in the relevant field. **Age** 18-30 years

15.	Office Assistant (BPS-5)	Secondary School Certificate with computer knowledge or primary skilled worker with two years' experience in the relevant field. **Age** 18-30 years
16.	Attendant (BPS-2)	Primary Pass **Age** 18-30 years
17.	Security Guard (Female) (BPS-2)	Primary Pass **Age** 18-30 years
	Security Guard (BPS-2)	Retired Army Personnel with Primary **Age** 45 years
18.	Janitorial Assistant, Baildar, Naib Qasid, Sweeper (BPS-2)	Primary Pass **Age** 18-30 years

Note: 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.

General Information

1. Degrees only from HEC recognized Universities/degree awarding Institutions will be considered.
2. Foreign degree holders must submit their equivalence certificate/(s) issued by the HEC, Pakistan.
3. Candidates presently working in Government, Semi Government and Autonomous Bodies must send their applications through proper channel only. Applications submitted without NOC, issued by the competent/appointing authority, shall not be entertained. Advance copy of application is not acceptable.
4. Application, on the university prescribed form, with complete bio-data and attested relevant documents along with original bank draft/postal order/challan form of **Rs.2000/-** for the post at Sr. # 01, **Rs. 1000/-** for the posts at Sr.# 02 to 07 and **Rs. 500/-** for the posts at Sr.# 08 to 18, payable to the Treasurer, University of Education, Lahore should reach in office of the Registrar by **15.4.2016**.
5. Incomplete applications or applications received after due date (even dispatched through courier) will not be accepted.
6. Application form can be obtained from office of the Registrar or may be downloaded from the University website: www.ue.edu.pk.
7. Relaxation in upper age limit may be granted to suitable candidates as per rules.
8. Only shortlisted candidates will be invited for interview. No TA/DA will be admissible.
9. The Selectees will be liable to serve **in any Campus/Division of the University of Education, Lahore**.
10. The quota for disable persons, minorities and women will be observed as per rules.
11. Candidates applying for more than one post shall submit separate application complete in all respects.
12. 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.
Phone: 042-99262227 Fax: 042-99262226