



# 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 on nine Campuses and three functional Divisions situated in Lahore, Attock, Multan, Vehari, Dera Ghazi Khan, Faisalabad and Jauharabad. Currently we are in search of non-teaching staff, to be employed at any Campus of University 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.	Post/Basic scale	Qualification/Experience/Eligibility Requirements	Age
1.	Assistant Hardware Engineer (BPS-16)	Master degree (second division) in relevant subject or equivalent from an institution recognized HEC with one years' experience in the relevant field.	22-35 years
2.	Inventory Officer (BPS-15)	i. Master degree (second division) from an institution recognized by HEC; or ii. B.Sc. with five years' experience in the relevant field.	18-25 years
3.	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.	18-25 years
4.	Accounts Assistant (BPS-12)	i. BA, BSc or B.Com (second division); and ii. having relevant computer certification with three years' relevant experience.	18-25 years
5.	Junior Audit Officer (BPS-12)	i. BA, BSc or B.Com (second division); and ii. having relevant computer certification with three years' relevant experience.	18-25 years
6.	Key Punch Operator (BPS-12)	i. BA, BSc or B.Com (second division); and ii. having relevant computer certification with three years' relevant experience.	18-25 years
7.	Junior Key Punch Operator (BPS-07)	i. BA, BSc or B.Com (second division); and ii. having relevant computer certification	18-30 years
8.	Laboratory Assistant (BPS-07)	Middle being a skilled worker certification with three years' experience in the relevant field.	18-30 years
9.	Driver (BPS-06)	Middle with driving license with two years' experience in the relevant field.	18-30 years
10.	Electrician (BPS-05)	Secondary School Certificate with computer knowledge or primary skilled worker with two years' experience in the relevant field.	18-30 years
11.	Plumber (BPS-05)	Secondary School Certificate with computer knowledge or primary skilled worker with two years' experience in the relevant field.	18-30 years
12.	Attendant (BPS-02)	Primary Pass	18-30 years
13.	Lady Attendant (BPS-02)	Primary Pass	18-30 years
14.	Janitorial Assistant (BPS-02)	Primary Pass	18-30 years
15.	Naib Qasid (BPS-02)	Primary Pass	18-30 years
16.	Baildar (BPS-02)	Primary Pass	18-30 years
17.	Sweeper (BPS-02)	Primary Pass	18-30 years
18.	Gateman (BPS-02)	Primary Pass	18-30 years
19.	Security Guard (Female) (BPS-02)	Primary Pass	18-30 years
20.	Security Guard (Male) (BPS-02)	Primary Pass (Preference will be given to retired army personnel)	18-30 years

## How to Apply

1. Applicants for the posts from **serial # 1 to 7** are required to apply online through University job portal [web.ue.edu.pk/jobs](http://web.ue.edu.pk/jobs) and after submitting their online application form, applicants are also required to sign and submit the hardcopy/printout of same pre-filled online application form to the Registrar Office, University of Education, College Road Township, Lahore. Fill online application form carefully and submit once complete in all respects, as no editing will be allowed after submission.
2. Applicants for the posts from **serial # 8 to 20** are required to apply on University prescribed application form which can be downloaded from the University website i.e [www.ue.edu.pk](http://www.ue.edu.pk).
3. All applicants are required to attach and submit attested copies of CNIC, domicile, all educational documents/certificates, experience certificates and any other relevant documents along-with original bank draft of worth **Rs.500/-** payable to the **Treasurer, University of Education, Lahore** with their application forms. Any application submitted without original bank draft or having incorrect payable title will not be entertained. Deposited amount is non-refundable and non-transferable.
4. For any **Technical Assistance** regarding online Application Submission, please call at **042-99262218** during office hours.

## General Information

1. Relaxation in upper age limit may be granted to suitable candidates as per rules.
2. The quota for disable persons, minorities and women will be observed as per rules.
3. 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.
4. Only shortlisted candidates will be invited for interview. No TA/DA will be admissible.
5. In case candidate desires to apply for more than one post, he/she must apply separately for each post.
6. The Selectees will be liable to serve in any Campus/Division of the University of Education, Lahore.
7. Initial appointment will be made on one year contract basis (extendable).
8. Closing date for submission of application is **24<sup>th</sup> October, 2018** (within office hours). Incomplete applications or applications received after due date (even dispatched through courier) will not be accepted.
9. 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.
10. 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: 042-99262227-37-07 Fax: 042-99262226**