



UNIVERSITY OF POONCH RAWALAKOT

SITUATION VACANT

Applications on prescribed form are invited for the following administrative positions to be filled on Regular Basis:

No.	Name of Post	No. of Posts	Eligibility Criteria
1-	Data Entry Operator (Regular) <u>BPS-12</u>	02	Bachelor at least 2 nd division from recognized Board of Education with typing speed of 50 WPM in Urdu & English and computer skills. Six months Certificate in Computer Operations from a recognized institute. Age: 18-40 Years
2-	Junior Clerk (Regular) <u>BPS-11</u>	01	Bachelor Degree at least 2 nd division with typing speed of 30 WPM in Urdu & English and computer literate. Age: 18-40 Years
3-	Laboratory Assistant (Regular) <u>BPS-09</u>	02	Intermediate in Science with at least 2 nd division. Age: 18-40 Years
4-	Store Assistant (Regular) <u>BPS-09</u>	01	Intermediate in Science with at least 2 nd division. Age: 18-40 Years
5-	Electrician (Regular) <u>BPS-05</u>	01	Matric at least 2 nd Division with Electrician's Certificate from a recognized Institution and 3 years of relevant experience. OR Middle with Electrician's Certificate from a recognized Institution and 5 years of relevant experience. Age: 18-40 Years
6-	Driver (Regular) <u>BPS-05</u>	02	Matric at least 2 nd division with a valid HTV including PSV license and having 3 years of experience of heavy duty driving. OR Middle with a valid HTV including PSV license and having 5 years of experience of heavy duty driving. Age: 18-40 Years
7-	Cook (Regular) <u>BPS-05</u>	01	Middle and Cooking Certificate with 5 years of relevant experience of Cooking in reputable Hotels / Organizations. Age: 18-40 Years
8-	Laboratory Attendant (Regular) <u>BPS-02</u>	04	Matric Science with at least 2 nd division Age: 18-40 Years
9-	Library Attendant (Regular) <u>BPS-02</u>	01	Matric with 2 nd Division Age: 18-40 Years
10-	Security Guard (Regular) <u>BPS-01</u>	05	Retired Defense Forces personnel with good physique. (<i>Preference shall be given to Educated personnel</i>) Age: 18-40 Years
11-	Naib Qasid (Regular) <u>BPS-01</u>	05	Matric Age: 18-40 Years
12-	Baildar (Regular) <u>BPS-01</u>	02	Middle Age: 18-40 Years
13-	Sanitary Worker / Sweeper (Regular) <u>BPS-01</u>	08	1) Literate 2) Physical Fitness Certificate Age: 18-40 Years

GENERAL INSTRUCTIONS

- Candidates are required to submit attested copies of their degrees, photos, result cards, transcripts & certificates (dully attested by the concerned educational Board and HEC (where applicable), along with application on prescribed form in-person or send by mail (General Post) to the Registrar, University of Poonch Rawalakot.
- Candidates applying for more than one post shall submit separate application forms for each post applied with required documents completed in all respects.
- Application form(s) can be obtained from the Office of Registrar, University of Poonch Rawalakot, during office hours after payment of Rs. 1000/- (for BPS-16 & below) on Habib Bank Challan in favor of the Treasurer, University of Poonch Rawalakot. OR can also be downloaded from the University Website www.upr.edu.pk and sent along with bank draft in the name of the Treasurer, University of Poonch Rawalakot.
- The candidates, who had already applied for the positions of Sweeper through earlier advertisement dated: 21-12-2021, their previous applications shall be considered.
- Age limit shall not be applicable to regular in-service University employees. In-service candidates must apply through proper channel to avail relaxation in upper age limit.
- The candidate must attach Marks Obtained / Total Marks Certificate of all degrees along with application form, CGPA is not acceptable. Otherwise, conversion of CGPA into percentage formula of UPR shall be applied.
- The relevant experience claimed by the applicants shall only be considered, if supported by documentary proof.
- Preference will be given to AJ&K nationals.
- The University reserves the right of cancellation of advertised posts partially or totally, as deemed necessary.
- Applicants will be shortlisted on the basis of written test (where required) in their respect fields.
- Application forms indicating the posts should reach the office of the Registrar, University of Poonch Rawalakot, on or before **29-07-2024**.
- Applications (complete/incomplete) received after the due date will not be entertained.

REGISTRAR

University of Poonch Rawalakot, Main Campus, Shamsabad, Post Code: 12350
Phone No. 05824-960053, email: registrar@upr.edu.pk, website: www.upr.edu.pk