



UNIVERSITY OF POONCH RAWALAKOT

SITUATION VACANT

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

No.	Name of Post	No. of Posts	Eligibility Criteria
1-	Project Management and Contract Administration Specialist, PPS-9 (Contract) <i>The pay package of the Incumbent will be at par to Project coordinator (PPS-9) as provided in PSDP projects.</i>	01	The ideal candidate should hold a B.Sc. in Civil Engineering, an MBA, and a certified PMP, with at least 25 years of experience in procurement management and contract administration under FIDIC conditions. Experience should specifically focus on university buildings and infrastructure development projects.
2-	Deputy Director Information Technology (IT) BPS-18 (Regular)	01	Master of Computer Sciences / IT or equivalent degree in Computer Sciences / IT (16 years education) at least 2 nd division (or CGPA 2.5 out of 4.0) from HEC recognized University / DAI with 5 years relevant experience in BPS-17 and above in a recognized University / DAI / reputable organization. Age limit: 40 Years
3-	Network Administrator BPS-17 (Regular)	01	Master / BS Degree (16 years education) or equivalent in Computer Sciences / IT / SE at least 2 nd division (or CGPA 2.5 out of 4.0) from HEC recognized University / DAI. Age: 18-40 Years
4-	Publication Officer (ORIC) BPS-17 (Regular)	01	Master / BS degree in Journalism & Mass communication or equivalent degree (16 years education) at least 2 nd division (or CGPA 2.5 out of 4.0) from HEC recognized University / DAI with excellent communication skills and latest office techniques Age: 21-40 Years
5-	Assistant Director Sports BPS-17 (Regular) Male (01) Female (01)	02	Master degree / BS or equivalent degree (16 years education) in Sports Sciences at least 2 nd division (or CGPA 2.5 out of 4.0) from HEC recognized University / Institution. Age: 21-40 Years
6-	Care Taker BPS-16 (Regular)	01	Master's Degree or Equivalent (16-years of education) with minimum 2 nd division from a HEC recognized University / Institution. OR Bachelor's Degree (14 years of education) with at least 2 nd division from a HEC recognized University with 05 years of relevant experience. Age: 18-40 Years
7-	Security Supervisor BPS-16 (Regular)	01	Retired JCOs from Armed Forces with minimum Bachelor's Degree (14 years of education) 2 nd Class from a HEC recognized University. Age: Maximum 50 Years
8-	Senior Clerk BPS-14 (Regular)	01	Minimum Bachelor's Degree (14-years of education) with at least 2 nd division. Must be computer literate having speed of 30 WPM. Age: 18-40 Years
9-	Data Entry Operator BPS-12 (Regular)	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: Maximum 40 Years
10-	Junior Clerk BPS-11 (Regular)	03	Bachelor Degree at least 2 nd division with typing speed of 30 WPM in Urdu & English and computer literate. Age: 18-40 Years
11-	Cook BPS-05 (Regular)	02	Middle and Cooking Certificate with 5 years of relevant experience of Cooking in reputable Hotels / Organizations. Age: 18-40 Years
12-	Ground Man BPS-01 (Regular)	02	Matric. Physical Fitness Certificate. Age: 18-35 Years

GENERAL INSTRUCTIONS

- Candidates are required to submit attested copies of their degrees, photos, result cards, transcripts & certificates 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 the Registrar, University of Poonch Rawalakot, during office hours after payment of Rs. 1000/- (for BPS-16 & below), Rs. 2000/- (for BPS-17 & 18), Rs. 4000/- (for PPS-9) 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.
- Serving candidates must apply through proper channel.
- Foreign degree holders must provide the equivalence certificate issued by the HEC.
- 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.
- The terminal qualification of the candidates must be in relevant subject / field, however, preference will be given to those having all their academics in relevant subject/ field.
- The University reserves the right of cancellation of advertised posts partially or totally, as deemed necessary.
- Preference will be given to AJ&K nationals.
- The candidates with disabilities are encouraged to apply.
- Application forms indicating the posts should reach the office of the Registrar, University of Poonch Rawalakot, on or before 20-01-2025.
- 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