



UNIVERSITY OF POONCH RAWALAKOT

SITUATION VACANT

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

1. Faculty Position			
No.	Name of Post	No. of Posts	Eligibility Criteria
1-	Lecturer (Regular) <u>BPS-18</u> Pharmacy	01	As per Higher Education Commission (HEC) criteria Age limit: 40 Years
2. Administrative Position			
1-	Data Entry Operator (Regular) <u>BPS-12</u>	01	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
2-	Library Assistant (Regular) <u>BPS-09</u>	01	Intermediate 2 nd Division with Diploma in Library & Information Sciences from a recognized institution. Age: 18-40 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 Office of the Registrar, University of Poonch Rawalakot.
- Application form(s) can be obtained in person from the Office of the Registrar, University of Poonch Rawalakot, during office hours OR can be downloaded from the University Official Website (www.upr.edu.pk/downloads/category/job-application-forms). The fee challan, available on the University website (<https://lms.upr.edu.pk/fees/challans>), must be deposited at any branch of HBL. The application processing fee is Rs. 1000/- (for BPS-16 and below) and Rs. 2000/- (for BPS-18).
- In-service candidates must apply through proper channel to avail relaxation in upper age limit.
- 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 basic and terminal qualification (where applicable) of the candidates must be registered with the relevant Council / regulatory body.
- 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.
- If the number of applicants for the position of Lecturer is more than thirty (30), written / screening test will be conducted for short listing. Whereas, for administrative positions applicants will be short listed on the basis of written / screening test in their respected fields.
- 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 22-09-2025.
- 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