



## GHAZI UNIVERSITY, DERA GHAZI KHAN

Online [www.gudgk.edu.pk](http://www.gudgk.edu.pk)  
**SITUATIONS VACANT**

Applications are invited from Pakistani Nationals (Male / Female) having domicile of the province Punjab who are dynamic, dedicated and competent professionals in relevant fields for Ghazi University, Dera Ghazi Khan.

### **Note 1:-**

The advertisement made for the posts of Registrar, Treasurer and Controller of Examinations and other posts as appeared in dailies “Express on 01-09-2019 vide IPL No.7889” and “Dawn” with 30-09-2019 as the last date for receipt of applications, stand cancelled due to revision in qualifications, abolition of certain posts and change in other terms and conditions of appointments. In view of the above change, the candidates who had applied for various posts appeared in the above advertisement may like to:-

- 1) Apply afresh if they fulfill the qualifications/ criteria for the following posts. They are not required to deposit the processing fee. Their previous drafts will be considered valid for these posts.
- 2) Those who do not fulfill the revised qualifications/criteria may apply to the office of Treasurer, Ghazi University along with proof for refund of Bank Draft/processing fee amount.

### **Note 2:-**

The University re-advertised the posts of Registrar, Treasurer and the Controller of Examinations with revised qualifications/criteria/terms and conditions as approved by the competent authority as appeared in National Daily “the Nation” on 01-04-2021 vide IPL No. 2968 with 15.4.2021 as the last date for receipt of applications. However, the candidates who had applied for these posts in earlier advertisement with last date 30.09.2019 may like to apply against these posts afresh if they fulfil the revised conditions of appointment/criteria. However, they are not required to submit Bank Draft as their already submitted Bank Drafts will be considered for these posts as valid. The revised qualifications/criteria for the posts of Registrar/Treasurer/Controller of Examinations are available in Ghazi University website([www.gudgk.edu.pk](http://www.gudgk.edu.pk)). The last date for receiving the applications from those who had already submitted their applications for the above posts is 30.5.2021

S. No.	Name of the Post	BPS	No. of Posts	Qualification / Experience as per Ghazi University Statutes
1	Chief Security Officer	19	1	(i) A retired Commissioned Officer not below the rank of Major or equivalent from the Forces; (ii) Two years after retirement are not passed; and (iii) Not retired on medical or disciplinary grounds.
2	Deputy Registrar Age Limit: 25-45 Years	18	2	(i) MS or M.Phil. (second division) in any discipline or equivalent qualification from an Institute or a University recognized by HEC; and (ii) Three years post qualification teaching or administrative experience in Public or Private Institute or a University recognized by HEC or Public Sector Organization.

				<p style="text-align: center;"><b>OR</b></p> <p>(i) Master Degree or BS (second division) or equivalent qualification from an Institute or a University recognized by HEC; and</p> <p>(ii) Five years post qualification teaching or administrative experience in Public or Private Institute or a University recognized by HEC or Public Sector Organization.</p>
3	Deputy Treasurer Age Limit: 25-45 Years	18	1	<p>(i) MS or M.Phil. (second division) in Finance or Commerce or Accounting or Auditing or Economics or equivalent qualification from an Institute or a University recognized by HEC; and</p> <p>(ii) Three years post qualification relevant experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>(i) MBA (Finance) or M.Com. or ACCA or ACMA or M.Sc. (second division) in Economics or equivalent qualification from an Institute or a University recognized by HEC; and</p> <p>(ii) Five years post qualification relevant experience.</p>
4	Assistant Treasurer Age Limit: 21-35 Years	17	3	MBA or M.Com or ACMA or ACCA or M.Sc. (second division) in Economics or equivalent qualification from an Institute or a University recognized by HEC.
5	Assistant Controller of Examinations Age Limit: 21-35 Years	17	4	Master's degree or BS (second division) or equivalent qualification from an Institute or a University recognized by HEC.
6	Assistant Registrar Age Limit: 21-35 Years	17	3	MBA or M.Com. or MCS or ACMA or ACCA (second division) or Master's degree or BS or equivalent qualification from an Institute or a University recognized by HEC.
7	Assistant Director Legal Matters Age limit: 21-35	17	1	LLB (second division) or equivalent qualification from an Institute or a University recognized by HEC.
8	Assistant Director Sports Age Limit: 21-35 Years	17	1	Master's degree or BS (second division) in Physical Education or Sports Sciences or equivalent qualification from an Institute or a University recognized by HEC.
9	Assistant Age Limit: 21-35 Years	16	2	<p>(i) Master's degree or BS (second division) in any discipline or equivalent qualification from an Institute or a University recognized by HEC; and</p> <p>(ii) Five years post qualification experience of Microsoft office</p>
10	Senior Computer Operator Age Limit: 21-35 Years	16	2	<p>(i) Master's degree or BS (second division) in Computer Science or Software Engineering or equivalent qualification from an Institute or a University recognized by HEC; and</p> <p>(ii) Five years post experience of Microsoft office or web development or graphic designing or data processing</p>
11	Computer Operator Age Limit: 18 to 30 Years	15	3	<p>(i) Bachelors' degree (second division) or equivalent qualification from an Institute or a University recognized by HEC;</p> <p>(ii) Three months' computer training course or diploma in MS office from a Technical</p>

				Education and Vocational Training Authority (TEVTA) or any other recognized institute; and (iii) Forty words per minute typing speed on computer in English <b>OR</b> (i) BCS (second division) or equivalent qualification from an Institute or a University recognized by HEC; and (ii) Forty words per minute typing speed on computer in English
12	Stenographer Age Limit: 18 to 30 Years	15	1	(i) Bachelors' degree (second division) or equivalent qualification from an Institute or a University recognized by HEC; (ii) Forty words per minute typing speed on computer in English and Urdu and (iii) Eighty words per minute speed in short hand.
13	Junior Computer Operator Age Limit: 18 to 30 Years	12	3	(i) BS or BA (second division) with Computer Science or Information Technology or equivalent qualification from an Institute or a University recognized by HEC; and (ii) One year Diploma in Computer Science or Software Engineering or Information Technology from Board of Technical Education or any recognized institution
14	Imam Age Limit: 21 to 40 Years	12	1	Sanad Daras-i-Nazami or Sanad Fazil-i-Arabi with proficiency in qirat.
15	Junior Clerk Age Limit: 18 to 30 Years	11	20	(i) Higher secondary school certificate (second division) from a recognized Board; (ii) 25 words per minute typing speed on computer in English; and (iii) Proficient in M.S. Office or any other compatible office application.
16	Electrician Age Limit: 18 to 30 Years	11	2	(i) Higher secondary school certificate (second division) from a recognized Board; (ii) Diploma of Associate Engineer in Electrical or equivalent from recognized institution; and (iii) two years post qualification relevant experience.
17	Camera Man Age Limit: 18 to 30 Years	9	1	(i) Secondary school certificate (second division) from a recognized Board; and (ii) Five years' experience of Photography and Video Recording.
18	Junior Store Keeper Age Limit: 18 to 30 Years	7	1	(i) Secondary school certificate (second division) from a recognized Board; and (ii) Twenty five words per minute typing speed on computer.
19	Tube well Operator Age Limit: 18 to 30 Years	5	1	(iii) Secondary school certificate (second division) or equivalent qualification from a recognized Board; and (iv) Two years post qualification relevant experience
20	Security Guard Age limit: 18-30 Years	5	36	(i) Ex-service man not below the rank of L/Naik or equivalent rank from Force (ii) Not retired on medical or disciplinary grounds (iii) Experience in security matters; and

				(iv) Two years are not passed after retirement <b>OR</b> (i) Higher secondary school certificate (second division) from a recognized Board; and (ii) Height = 5 feet 6 inches
21	Security Guard (Female) Age limit: 18-30 Years	5	2	(i) Higher secondary school certificate (second division) or equivalent qualification from a recognized Board; and (ii) Height = 5 feet 2 inches
22	Cook Age Limit: 18 to 30 Years	5	4	(i) Secondary school certificate (second division) or equivalent qualification from a recognized Board; (ii) Two years post qualification relevant experience
23	Tractor Driver Age Limit: 30 to 45 Years	4	1	(i) Secondary school certificate (second division) or equivalent qualification from a recognized Board; (ii) Valid Commercial Tractor Trolley license and public service vehicle driving license; and (iii) Five years' post qualification driving experience.
24	Bus Driver Age Limit: 30 to 45 Years	4	2	(i) Secondary school certificate (second division) or equivalent qualification from a recognized Board; (ii) Valid Heavy Transport Vehicle license and public service vehicle driving license; and (iii) Five years' post qualification driving experience
25	Driver (LTV) Age Limit: 21 to 35 Years	4	2	(i) Secondary school certificate (second division) or equivalent qualification from a recognized Board; (ii) Valid Light Transport Vehicle license and public service vehicle driving license; and (iii) Five years' post qualification driving experience
26	Plumber Age Limit: 18 to 30 Years	4	1	(i) Secondary school certificate (second division) or equivalent qualification from a recognized Board; (ii) Diploma in the relevant field from a recognized Institute.
27	Khadim Masjid Age Limit: 18 to 25 Years	1	1	Literate
28	Chowkidar Age Limit: 18 to 25 Years	1	8	(i) Literate; (ii) Height = 5 feet 6 inches (iii) Chest = 32 inches-34 inches
29	Sweeper Age Limit: 18 to 25 Years	1	20 (Female=5, Male=15)	Literate
30	Bus Cleaner Age Limit: 18 to 25 Years	1	5	Literate
31	Beldar Age Limit: 18 to 25 Years	1	12	Literate
32	Mali Age Limit: 18 to 25 Years	1	3	Literate
33	Sewer Man Age Limit: 18 to 25 Years	1	2	Literate
34	Naib Qasid Age Limit: 18 to 25 Years	1	22	Secondary school certificate (second division) or equivalent qualification from a recognized Board

## How to apply:

- i. The candidates have to submit 02 complete sets of applications bearing attested copies of degrees, certificates, one photograph for each set and an original Bank Challan/ online deposit slip paid in Ghazi University, Dera Ghazi Khan Account No. 0010044238650022 (Allied Bank, Azmat Road Branch), amounting to Rs. 3000/- for the posts of BPS-17 & above, Rs. 1000/- for the posts of BPS-5 to 16 and Rs. 500/- for the posts below BPS-5.
- ii. Prescribed application forms can be downloaded from Ghazi University website ([www.gudgk.edu.pk](http://www.gudgk.edu.pk)). Application forms can also be obtained from the office of the undersigned personally.
- iii. Age relaxation, for appointment by initial recruitment, shall be admissible as per policy of the Government.
- iv. Three percent (3%) quota is reserved for disabled persons, 5% quota for Minorities (Non-Muslims) and 15% quota for women. Applicant must identify the quota in his/her application, if he/she is eligible for quota. She-males can apply, if eligible for the post applied for.
- v. No TA /DA will be given to the candidates called for test/ interview
- vi. Applications will be received only through Registered Mail/Courier etc., by hand applications will not be accepted.
- vii. Persons already employed in any Government or other organizations should submit their applications through proper channel. Advance copies may, however, be sent to save time. The requisite No Objection Certificate from present employer must reach in the Office of the Registrar before or on the last date for receipt of applications or on the date of interview, failing which such candidates will not be allowed to appear for interview.
- viii. All Government Employees who intend to apply for any post through proper channel shall clarify through the Heads of their Attached Departments that there is no pending enquiry/outstanding dues against them. Moreover, there are no adverse remarks in any of their Annual Confidential Reports. These conditions are necessary for grant of Departmental Permission Certificate/No Objection Certificate (N.O.C.). The A.C.Rs grading for the last five years may also be recorded in the forwarding letter.
- ix. Candidates should clearly mention the name of applied position on the top right corner of envelope.
- x. Candidates applying for more than one post shall submit separate applications, as well as paid separate processing fee in the University given account.
- xi. The University reserves the rights:
  - Not to fill/withdraw any vacancy without assigning any reason thereof or consider a person for appointment in a lower cadre against the post/s advertised.
  - To short list the candidates on the basis of academic qualifications/tests as may be prescribed by the university.
  - To increase or decrease the number of vacancies as per availability of funds.

Last Date for submission of applications: The applications complete in all respects must reach in office of the **Registrar** latest by **30-05-2021**. Incomplete applications or applications not on prescribed form or applications received after the due date will not be entertained even though posted *before the last date*. *No documents will be entertained after the closing date*.

**Dr. Allah Bakhsh Gulshan**  
**Registrar**  
Ghazi University, D.G. Khan  
**064-9260135**