



# UNIVERSITY OF TECHNOLOGY, NOWSHERA

## Situation Vacant

University of Technology, Nowshera (Shuhada-e-Aps, UoT), a public sector university located in the Ex-Adamjee Paper and Board Mills, Amangarh, Nowshera, invites applications from candidates having domicile of Khyber Pakhtunkhwa/FATA for the following positions to be filled as per Project Policy of the Provincial Government. Application form can be downloaded from our website: [www.uotnowshera.edu.pk](http://www.uotnowshera.edu.pk).

S.N	Post	Prescribed Qualification/Experience	Age Limit
1.	<b>Assistant Registrar(Academics) (BPS-17)</b>	First division in Master's degree, in Human Resource Management /English. Experience in the relevant field will be given preference.	Upto 32 years
3.	<b>Assistant Controller of Examination (BPS-17)</b>	First division Master's degree with five years' experience of examination related work in a University or a Board of Intermediate & Secondary Education.	Upto 32 years
4.	<b>Administrative Officer (BPS-17)</b>	First division Master's degree in Human Resource Management, Business Administration, Agriculture, Economics with 5 years relevant experience.	Upto 32 years
5.	<b>System Administrator (BPS-17)</b>	First Class Bachelor's Degree (4 Years) in Computer Science / Information Technology or First Class Master Degree in Computer Science / Information Technology awarded after 16 years of Education from an HEC recognized University / institution with two years relevant experience in a National / Multinational Organization. Preference will be given to candidates with experience in web development/maintenance and networking.	Upto 32 years
6.	<b>Assistant Director Media (BPS-17)</b>	Master's Degree in English Literature / Linguistics / Mass Communications /Journalism/ Computer Science from a university recognized by HEC, with sufficient knowledge of technical and professional writing, preparation of manuals, reports, editing of documents and similar work, with two years of relevant experience, preferably in academic/research environment. Demonstrated understanding of new and emerging communications technology for publications, including multimedia production. High level of proficiency in MS Office applications for design and publications production, including MS Project. Knowledge of other packages (e.g. Adobe / Photoshop / Illustrator / Acrobat, scanning and text recognition, multimedia applications e.g. Adobe Dreamweaver / Premier etc.). Good communication and interpersonal skills.	Upto 32 years
8.	<b>Office Assistant (BPS-16)</b>	At least Second class Bachelor's Degree from a HE recognized University with three years' experience as Senior Clerk in a University or a Government Department or an Autonomous Organization.	Upto 32 Years
9.	<b>Senior Clerk (BPS-14)</b>	Intermediate in at least 2nd division with 03 experience as Junior Clerk in a University or a Government Department or an Autonomous/Semi-Autonomous Organization.	Upto 32 Years
10.	<b>Mason (BPS-11)</b>	Matric in at least 2nd division with 5 years relevant experience in Masonry OR literate with 10 years' experience in Masonry.	Upto 45 Years
11.	<b>Electrician (BPS-05)</b>	Matric in at least 2nd division with Electrician's Certificate from a recognized Institution, and 2 years relevant experience, OR literate with 10 years' experience as electrician.	Upto 45 Years
12.	<b>Carpenter (BPS-05)</b>	Matric in at least 2nd division with Certificate from a recognized Institution with 2 years relevant experience OR literate with 10 years' experience in the relevant field.	Upto 45 Years

13.	<b>Painter (BPS-05)</b>	Matric in at least 2nd division with 2 years' experience as a painter OR literate with 10 years' experience in painting.	Upto 45 Years
14.	<b>Plumber (BPS-05)</b>	Matriculate in at least 2nd division with 5 years satisfactory service.  OR Literate with 10 years satisfactory service in the relevant field.	Upto 45 Years
15.	<b>Head Bearer (BPS-05)</b>	Matriculate in at least 2nd division with 5 years satisfactory service.  OR Literate with 10 years satisfactory service in the relevant field.	Upto 45 Years
16.	<b>Bearer (BPS-01)</b>	Matriculate in at least 2nd division.  OR Literate with 05 years relevant experience.	Upto 45 Years
17.	<b>Naib Qasid (BPS-01)</b>	Literate.	Upto 45 Years

**Notes**

1. Candidates should send their applications and CV's, along with attested copies of educational testimonials and experience certificates, copy of CNIC and one recent photograph.
2. Applications must reach the office of the Project Director within 15 days of the publication of this advertisement. For confirmation of last date for applications, please log-in to our website: [www.uotnowshera.edu.pk](http://www.uotnowshera.edu.pk). Address is given below. .
3. In-service candidates must apply through proper channel. No TA/DA will be admissible for Test/Interview wherever applicable.
4. Only shortlisted candidates who meet the criteria will be called for test/interview.
5. Incomplete applications, and those received after due date, shall be rejected without intimation to the applicants.
6. Please mention position applied for on the face of the envelop.
7. In case of multiple position applicants, separate envelops must be used for each position.

**Project Director  
University of Technology, Nowshera  
Ex-Adamjee Paper & Board Mills, Amangarh  
G.T Road, Nowshera  
Phone No. 0923-560301**