

UNIVERSITY OF AGRICULTURE, FAISALABAD
(ENGAGEMENT AS MANAGEMENT TRAINEES)

Applications are invited from Young Talented Fresh Graduate Pakistani Nationals who are not married to a Foreign National and having Master Degree or Sixteen Years of Education from the University of Agriculture, Faisalabad, on plain paper along with complete Biodata/CV and attested copies of all certificates, for making engagement as Management Trainees in the following Areas under the University of Agriculture Faisalabad Management Trainee (Conditions of Appointment) Rules, 2015, with the prescribed qualification/criteria, mentioned below:-

OBJECTIVES OF THE TRAININGS:

1. To attract and retain the best available young talent in the University in areas like Management, Finance, Planning and Examinations.
2. Gain knowledge and experience required for appointment to management positions under direction of experienced personnel by performing the following duties:-

DUTIES OF MANAGEMENT TRAINEES:

- i. Receive training and perform duties in several departments such as Management, Finance, Planning, Examinations, I.T. and Teaching Departments.
- ii. Learn line and staff functions, operations, management viewpoints and University policies.
- iii. Observe experienced workers to acquire knowledge of methods, procedures and standards required for performance of departmental duties.
- iv. Receive training in function and operations of related departments to facilitate subsequent transferability between departments and to provide greater promotional opportunities.

MINIMUM QUALIFICATION:

Sixteen years of education from UAF with 3.00 CGPA or master degree holders in Management, Finance, Human Resource, I.T., Computer Science, Business Management, English and Social Sciences having at least 1st division.

TRAINING PERIOD:

The maximum period of training will be 3 years. Thereafter, the trainee will be eligible to compete for Management positions in grade 16 and 17.

STIPEND:

The stipend of Management Trainee will be flexible i.e. minimum Rs.25,000/- p.m. or equal to salary of BPS-17, to be fixed by the Vice Chancellor according to worth of a management trainee, during the training period.

NOTE: **Those students who have received punishment on account of indiscipline and misconduct from the University will not be considered for appointment.**

2. **Only one copy of the application is required on plain paper** along with complete Biodata/CV, attested copies of all certificates, degrees etc. and a Bank Draft (**non-refundable**) amounting to Rs.1000/- drawn in favour of the Treasurer, University of Agriculture, Faisalabad. **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. Shemales can apply, if eligible for the post applied for.**

3. The University reserves the right not to fill any vacancy without assigning any reason thereof.

4. Incomplete applications or those received after the due date will not be entertained. The applications should reach in the **Office of the Registrar (Establishment Section)** by **30.11.2015** during office hours.

(CH. MUHAMMAD HUSSAIN)
REGISTRAR