



UNIVERSITY OF AGRICULTURE, FAISALABAD
(SITUATION VACANT)

Applications are invited from Pakistani nationals who are not married to a foreign national, on the Prescribed Form obtainable free of cost on any working day during office hours from the Office of the Registrar (Personnel Section) and also available on **University Website at <http://www.uaf.edu.pk>** for the following posts of **Librarian, Network Administrator, Database Administrator & Web Developer**. **The applications for other posts should be submitted on plain paper alongwith complete biodata and attested copies of all certificates**, for making appointments on regular & temporary (likely to become permanent) basis in the University/Sub-Campuses of UAF at Toba Tek Singh/Burewala with the prescribed qualifications/criteria, mentioned below:-

1. ONE REGULAR LIBRARIAN (BPS-19)

QUALIFICATIONS: Ph.D. in Library Science from a recognized University with five years experience of organizing and maintaining a Library in an educational institution preferably a University. **OR**

- a. Master's degree (at least 2nd division) in Library Science from a recognized University preceded by a Bachelor's degree in Science from a recognized University.
- b. Ten years' experience of organizing and maintaining a Library in an educational institution preferably a University.

NOTE: The persons who had already applied for the post of Librarian (Sr. # 1) which was published in the National Press vide No.IPL-11760 ("EXPRESS", Faisalabad, dated 19.12.2014, "DAWN", Lahore, dated 20.12.2014 and "DUNYA", Faisalabad, dated 21.12.2014 with last date 20.01.2015), should again apply with updated biodata/information.

2. ONE REGULAR NETWORK ADMINISTRATOR (BPS-18)

QUALIFICATIONS AND EXPERIENCE: M.Sc./MS/M.Phil in Computer Science (18 years education) from HEC recognized University/Institute having two years post qualification experience in the Networking.

OR

M.Sc./BS in Computer Science (16 years education) from HEC recognized University/ Institute having 4 years post qualification experience in the Networking.

3. ONE REGULAR DATABASE ADMINISTRATOR (BPS-18)

QUALIFICATIONS AND EXPERIENCE: M.Sc./MS/M.Phil in Computer Science (18 years education) from HEC recognized University/Institute having two years post qualification experience in handling and development of latest Database Technologies. **OR**

M.Sc./BS in Computer Science (16 years education) from the HEC recognized University/Institute having 4 years post qualification experience in handling and development of latest Database Technologies.

4. ONE TEMPORARY (LIKELY TO BECOME PERMANENT) WEB DEVELOPER (BPS-17)

QUALIFICATIONS AND EXPERIENCE: M.Sc./MS/M.Phil in Computer Science (18 years education) from HEC recognized University/Institute having 01 year post qualification experience in Web Development.

OR

M.Sc./BS in Computer Science (16 years education) from HEC recognized University/ Institute having 2 years post qualification experience in Web Development.

5. ONE TEMPORARY (LIKELY TO BECOME PERMANENT) MEDICAL OFFICER (BPS-17), UAF SUB-CAMPUS, BUREWALA

QUALIFICATIONS: "M.B.B.S."

6. EIGHT (08) REGULAR ADMINISTRATIVE OFFICERS (BPS-16)

QUALIFICATIONS: Graduate with five years experience as Office Assistant or in an equivalent post or a non-graduate (Matriculate or Intermediate) with ten years office experience as head Assistant or/and Assistant or Personal Assistant or/and Senior Scale Stenographer or in the posts equivalent thereto, under Government/autonomous body.

7. ONE REGULAR ADMINISTRATIVE OFFICER-CUM-DATA ANALYST(BPS-16)

QUALIFICATIONS: Graduate with five years experience as Office Assistant or in an equivalent post or a non-graduate (Matriculate or Intermediate) with ten years office experience as head Assistant or/and Assistant or Personal Assistant or/and Senior Scale Stenographer or in the posts equivalent thereto, under Government/autonomous body.

Note: Preference will be given to the candidates having Bachelor's degree in Computer Science or Bachelor's Degree at least in 2nd division with one of the subjects of mathematics, Statistics and Economics plus 8 weeks training in computer operator.

8. ONE REGULAR LIBRARY TECHNOLOGIST (BPS-16)

QUALIFICATIONS: Secondary School certificate with 15 years experience as Head Searcher. **OR**
BLS (Bachelor of Library Science) from a recognized University with five years experience of Library work.

9. EIGHT (08) REGULAR NETWORK ASSISTANT (BPS-16)

QUALIFICATIONS: M.Sc./BS in Computer Science (16 years education) from HEC recognized University/Institute having (02) years of experience in Networking, Switching, LAN settings and router configuration etc.

10. ONE REGULAR ELECTRONIC TECHNICIAN (BPS-16)

QUALIFICATIONS: Three years Diploma from a recognized Poly-Technic Institute in Instrumentation/Electronics Technology with six year experience in relevant field.

11. ONE REGULAR REFERENCE ASSISTANT (BPS-16)

QUALIFICATIONS: B.A./B.Sc. at least in 2nd Div. with Diploma in Library Science. **OR**
B.L.I.S. in 2nd Div. **OR** B.Sc. (Hons) Agriculture, Animal Husbandry, D.V.M., Agri. Engineering with CGPA 2.5/4.00.

12. ONE REGULAR HEAD DRAFTSMAN (BPS-16)

QUALIFICATIONS: Three years Diploma in Civil Engineering Plus Auto-CAD from a recognized Poly-Technic Institute with six years experience in the relevant field.

13. ONE REGULAR INFORMATION OFFICER (BPS-16)

QUALIFICATIONS: B.A. Degree with Journalism as one of the subject from a recognized University with one year practical experience of writing press Articles and of translation work or one year experience in publicity in a Govt. Department of an Autonomous Body.

14. ONE REGULAR ASSISTANT EDITOR (BPS-16)

QUALIFICATIONS: Master's Degree from a recognized University or Bachelor degree from a recognized University with diploma in Journalism.
Three years experience of editing, translating and writing of Articles.
Practical knowledge of printing processes will be considered as an additional qualifications.

15. THREE (03) REGULAR ARTIST (BPS-16)

QUALIFICATIONS: Diploma from a Recognized Institute of Art with at least one year experience in Commercial Art. **OR** Matriculation at least 15 years experience in Commercial Art and knowledge of rural life.

16. ONE REGULAR ASSOCIATE BOILER ENGINEER (BPS-16)

QUALIFICATIONS: Three years graded diploma in boiler Engineering from a recognized institute with six year experience in the relevant field.

17. ONE REGULAR FARM ASSISTANT (BPS-16)

QUALIFICATIONS: B.Sc (Hons) (Agri.), B.Sc (Agri)/B.Sc.(A.H)/D.V.M. with three years of experience on Farm of repute.

18. SEVEN (07) REGULAR PERSONAL ASSISTANT (BPS-16)

QUALIFICATIONS: Graduate from a recognized University and Speed of 120 words per minute in shorthand in English and 40 words per minute in Typewriting

19. ONE REGULAR SENIOR SCALE STENOGRAPHER (BPS-16)

QUALIFICATIONS: Graduate from a recognized University and Speed of 120 words per minute in shorthand in English and 40 words per minute in Typewriting

20. FIVE (05) REGULAR RESEARCH ASSISTANT (BPS-16)

QUALIFICATIONS: Master's degree at least in 2nd division or B.Sc (Hons).

21. TEN (10) REGULAR STENOGRAPHERS (BPS-14)

QUALIFICATIONS: Intermediate of equivalent qualification from a recognized Board and a speed of 80 words per minute in shorthand in English and 35 words per minute in typewriting.

22. ONE REGULAR ARTISAN INSTRUCTOR (BPS-13)

QUALIFICATIONS: Matric with Science with two years training certificate and in Auto and Form Machinery. **OR** Mchine shop and metal testing plus five years experience in the relevant field.

23. ONE REGULAR ASSISTANT INSTRUMENT TECHNICIAN (BPS-11)

QUALIFICATIONS: Matric with science and three years diploma from a recognized Poly- Technic Institute in Instrumentation/Electronics Technology. **OR** Intermediate (Pre-Engineering) with two years experience in Instrumentation/Electronic from recognized Institute well reputed organization of well repute.

24. TWO (02) REGULAR DRAFTSMAN (BPS-11)

QUALIFICATIONS: Matriculation plus 2 or 3 years diploma in any Engineering/ Technical Draftsmanship from a recognize Institute.

Note: Preference will be given to the candidates possessing three years diploma of Associate Engineering in civil.

25. TWO (02) REGULAR OFFSET MACHINEMAN (BPS-11)

QUALIFICATIONS: Three years mechanical diploma from a recognized Poly-Technic Institute. **OR** Matric, ten years experience of Operating Repairing and Printing Machine.

26. THREE GAME INSTRUCTORS (BPS-11) IN THE FOLLOWING CAMPUSES:-

- i) Two (02) regular for Faisalabad Campus.
- ii) One (01) temporary (likely to become permanent) for UAF Sub Campus Toba Tek Singh.

QUALIFICATIONS: Matric or middle pass with workable knowledge of Urdu/English demonstrated ability to impart training in athletic, swimming, gymnasium, boxing etc. Training in small arms will be considered as additional qualification. The person concerned should be a sports man of national caliber if not international.

27. ONE TEMPORARY (LIKELY TO BECOME PERMANENT) SUB ENGINEER_(CIVIL) (BPS-11), UAF SUB CAMPUS TOBA TEK SINGH.

QUALIFICATIONS: Diploma in 2nd division in requisite discipline of engineering after under going a minimum of three years of course from the Punjab Board of Technical Education or equivalent qualification.

28. TWO (02) REGULAR MACHINIST (BPS-9)

QUALIFICATIONS: Middle pass with minimum five years experience in the relevant field (Lath Machine, Drilling Machine, shaper etc)

29. ONE REGULAR SENIOR CLERK (BPS-9)

QUALIFICATIONS: Graduated with office experience, Stenographer or an undergraduate with three years office experience.

30. EIGHT (08) DATA ENTRY OPERATORS (BPS-9) IN THE FOLLOWING CAMPUSES:

- i) Seven (07) regular for Faisalabad Campus.
- ii) One (01) temporary(likely to become permanent)for UAF Sub Campus Toba Tek Singh.

QUALIFICATIONS: Intermediate at least 2nd division and diploma in Microsoft office, with three years office experience.

31. ONE REGULAR CANNERY ASSISTANT (BPS-9):

QUALIFICATIONS: i. Candidate should have passed diploma of Associate Engineer in food Technology and have at least four years work experience in any food processing industry or candidate should have passed F.Sc (Pre-Medical) or pre- engineering) and five years experience of work in the field of food processing or candidate should have passed matriculation examination and have at least ten years experience in the field of food processing.

ii. The candidate should be competent in the handling maintenance and efficient operation of all Food pilot plant Machinery, and should be able to take down, clean, adjust and assemble such machinery. iii. The candidate should be familiar with all the measuring and recording instruments and equipment used in food Processing plant and take proper care of such items. iv. He would be familiar with all the measuring and recording instruments and equipment used in food Pilot Plant and take proper care of such items.

32. TEN (10) REGULAR JUNIOR CLERK (BPS-7)

QUALIFICATIONS: Matric 2nd Division from a recognized University or Board or equivalent qualification. Ability to type at a speed of 30 words per minute.

33. ONE TEMPORARY (LIKELY TO BECOME PERMANENT) FIELD ASSISTANT(BPS-7), UAF SUB CAMPUS TOBA TEK SINGH.

QUALIFICATIONS: Secondary School Certificate with Diploma in Estate Management or Field Assistant course with five years as Junior Field Assistant in service.

34. TEN (10) REGULAR TRACTOR DRIVER (BPS-7)

QUALIFICATIONS: Middle pass plus tractor driving certificate with five years experience/ a certificate of training in tractor driving from an institute with three years practical experience on a well reputed farm.

35. ONE REGULAR LAN ASSISTANT (BPS-7)

QUALIFICATIONS: Matriculation with at least two years of experience in installing and trouble shooting of LANs (Local area Net works)

36. ONE REGULAR OBSERVER (BPS-7)

QUALIFICATIONS: F.Sc (Pre-engineering should have sufficient back ground of Mathematic & Physics.)

37. ONE REGULAR SANITARY INSPECTOR (BPS-6)

QUALIFICATIONS: The candidate must have qualified the Sanitary Inspector course from a recognized Institute 2 or 3 years working experience as sanitary Inspector will be an asset.

38. TWO (02) REGULAR DISPENSERS (BPS-6)

QUALIFICATIONS: Dispenser's diploma from an institute recognized by Punjab Medical Faculty.

39. ONE REGULAR WOMEN DISPENSER (BPS-6)

QUALIFICATIONS: Dispenser's diploma from an institute recognized by Punjab Medical Faculty.

40. TWO (02) REGULAR MACHINE MAN (BPS-6)

QUALIFICATIONS: The candidate must be middle pass relaxable in case of suitable candidate and able to operate efficiently and safely. The automatic "Heidelberg" letter Press Printing Machine and must know the technique of General Printing, Preference will be given to those who possess five years experience of operating automatic "Heidelberg" printing machine.

41. FOUR (04) VETERINARY ASSISTANT (BPS-6) IN THE FOLLOWING CAMPUSES

- i) Three (03) regular for Faisalabad Campus.
- ii) One (01) temporary (likely to become permanent) for Toba Tek Singh Campus.

QUALIFICATIONS: i. Secondary School certificate. ii. Stock Assistant course/Veterinary Assistant Course or equivalent qualifications from an recognize organization.

42. THREE (03) REGULAR URDU TYPIST (BPS-6)

QUALIFICATIONS: Matric 2nd Division from a recognized University or Board or equivalent qualification. Ability to type at a speed of 30 words per minute.

43. ONE REGULAR FITTER AIR CONDITIONER (BPS-6)

QUALIFICATIONS: Secondary School Certificate. At least two years experience with well reputed Air-conditioning Firm.

44. TWELVE (12) REGULAR JUNIOR LAB. ASSISTANT (BPS-5)

QUALIFICATIONS: Secondary School certificate with Science, Agriculture or Technical groups.

45. ONE REGULAR TRACER (BPS-5)

QUALIFICATIONS: Secondary School Certificate with Drawing Group or Secondary School Certificate with Science Group. Diploma in draftsman course from a recognized Institute. One year practical experience in government or private of concern of repute.

46. ONE REGULAR COMPOSITOR (BPS-5)

QUALIFICATIONS: Secondary School Certificate or middle pass with three years of experience as compositor in an established press.

47. ONE REGULAR BUDDER (BPS-5)

QUALIFICATIONS: Mali class passed. Five years of experience in budding, grafting and propagation of fruit trees.

48. ONE REGULAR MECHANIC-CUM-ELECTRICIAN (BPS-5)

QUALIFICATIONS: Secondary School Certificate with science, five years experience of repairing instruments in a laboratory or a firm of repute.

49. ONE REGULAR NURSE DAI (BPS-4)

QUALIFICATIONS: Middle Pass with some training in nursing

50. ONE REGULAR DRIVER (BPS-4)

QUALIFICATIONS: Should be able to read and write. Should be qualified Motor car Driver, preferably with a license to drive both heavy & light vehicles

51. ONE REGULAR LINE MAN (BPS-4)

QUALIFICATIONS: Middle with seven years experience in the relevant field

52. ONE REGULAR APPRENTICE CLERK (BPS-2)

QUALIFICATIONS: Secondary School certificate with experience of typewriting.

53. ONE REGULAR DAFTRI (BPS-2)

QUALIFICATIONS: Middle passed.

54. ONE REGULAR FISHER MAN (BPS-1)

QUALIFICATIONS: Literate. Proficiency in the trade.

55. SEVEN (07) REGULAR BUS CONDUCTORS (BPS-1)

QUALIFICATIONS: Literate

56. THREE (03) REGULAR BOOK BINDERS (BPS-1)

QUALIFICATIONS: Literate, should have some experience in book binding.

57. ONE REGULAR SEWERMAN (BPS-1)

QUALIFICATIONS: Literate

58. TWO (02) REGULAR BAHISHTI (BPS-1)

QUALIFICATIONS: Literate

59. TEN (10) REGULAR SWEEPERS (BPS-1)

QUALIFICATIONS: Literate

60. TWELVE (12) REGULAR CHOWKIDAR (BPS-1)

QUALIFICATIONS: Literate, Ex-serviceman will be preferred.

61. EIGHT (08)_REGULAR BELDAR (BPS-1)

QUALIFICATIONS: Literate

Note: Persons who are less than 18 years or above 35 years are not eligible for the posts mentioned at Sr.Nos.6 to 61.

2. **Only one copy of the application is required on Prescribed Form for the posts Librarian, Network Administrator, Database Administrator & Web Developer** with attested copies of all certificates, degrees, testimonials, detailed marks certificates, experience certificates with specific dates, transcripts and a Bank Draft amounting to Rs.1000/- drawn in favour of the Treasurer, University of Agriculture, Faisalabad.

3. **Only one copy of the application is required on plain paper** alongwith complete biodata, attested copies of all certificates, degrees and experience certificates with specific dates and a Bank Draft amounting to rupees as indicated below drawn in favour of the Treasurer, University of Agriculture, Faisalabad:-

i. For BPS-17 & above = Rs.1000/- ii. For BPS-5 to 16 = Rs. 500/-

4. 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 (Establishment Section) 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. The candidates who are living abroad and unable to appear before the Selection Board, their interviews will be conducted by the Selection Board through Video Conferencing/ SKYPE.

5. Three percent (3%) quota is reserved for disabled persons, 5% quota for Minorities (Non-Muslims) and 15% quota for women are reserved for all posts. Twenty percent (20%) quota only for the posts of BPS-1 to BPS-5 (65 posts) and Junior Clerk (10 posts) is reserved for the Children of University Employees (BPS-1 to BPS-5). 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. The detail of posts reserved for different quotas, is as under:-

Disabled 3%	Minority 5%	Women 15%	Children of the University Employees 20%
05	09	26	15

6. 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/out-standing 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.

7. The University reserves the right;
- i. not to fill any vacancy without assigning any reason thereof or consider a person for appointment in a lower cadre against the posts advertised.
 - ii. to short list the candidates on the basis of academic qualifications/test as may be prescribed by the University. Only short listed candidates (maximum 10 for one post) will be called for interview.
 - iii. to increase or decrease the number of vacancies as per availability of funds.
8. Incomplete applications or those received after the due date will not be entertained. The applications for the posts of **Librarian, Network Administrator, Database Administrator & Web Developer** should reach in the **Office of the Registrar (Personnel Section)** and the **applications for other posts** in the **Establishment Section** by **15.06.2015** during office hours.

Sd/-
(CH. MUHAMMAD HUSSAIN)
REGISTRAR