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**GHAZI UNIVERSITY,  
DERA GHAZI KHAN**

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



19-12-2024

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.

S. No.	Name of the Post	BPS	No. of Posts	Qualification / Experience as per Ghazi University Statutes
1	Registrar Age Limit: 40-50 years  <b>Contract</b> (For a term of three years)	20	1	(i) Ph.D. in any discipline from an institute or a University recognized by the Higher Education Commission; and (ii) Eight years post qualification teaching or administrative or Professional experience in a Public or Private institute or University recognized by the Higher Education Commission or Public Sector Organization. OR (i) MS or M.Phil. (second division) in any discipline or equivalent qualification from an Institute or a University recognized by the Higher Education Commission; and (ii) Ten years post qualification teaching or administrative or Professional experience in a Public or Private institute or University recognized by the Higher Education Commission or Public Sector Organization. OR (i) Master's Degree or BS (second division) in any discipline from an institute or a University recognized by the Higher Education Commission; and (ii) Twelve years post qualification teaching or administrative or Professional experience in a Public or Private institute or University recognized by the Higher Education Commission or Public Sector Organization.
2	Controller of Examinations Age Limit: 40-50 years  <b>Contract</b>	20	1	(i) Ph.D. in any discipline from an institute or a University recognized by the Higher Education Commission; and (ii) Eight years post qualification teaching or

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(For a term of three years)



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				<p>administrative or Professional experience in a Public or Private institute or University recognized by the Higher Education Commission or Public Sector Organization.</p> <p>OR</p> <p>(i) MS or M.Phil. (Second division) in any discipline or equivalent qualification from an Institute or a University recognized by the Higher Education Commission; and</p> <p>(ii) Ten years post qualification teaching or administrative or Professional experience in a Public or Private institute or University recognized by the Higher Education Commission or Public Sector Organization.</p> <p>OR</p> <p>(i) Master's Degree or BS (second division) in any discipline from an institute or a University recognized by the Higher Education Commission; and</p> <p>(ii) Twelve years post qualification teaching or administrative or Professional experience in a Public or Private institute or University recognized by the Higher Education Commission or Public Sector Organization</p>
3	<p>Treasurer Age Limit: 40-50 years</p> <p><b>Contract</b> (For a term of three years)</p>	20	1	<p>(i) Ph.D. in Finance or Commerce or Accounting or Auditing or Economics from an institute or a University recognized by the Higher Education Commission; and</p> <p>(ii) Eight years post qualification relevant experience.</p> <p>OR</p> <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 the Higher Education Commission; and</p> <p>(ii) Ten years post qualification relevant experience.</p> <p>OR</p> <p>(i) MBA(Finance) or M. Com or ACCA or ACMA or M.Sc. in Economics (second division) or equivalent qualification from an institute or a University recognized by the Higher Education Commission; and</p> <p>(ii) Twelve years post qualification relevant experience.</p>
4	<p>Deputy Registrar Age Limit: 25-45 Years</p>	18	2	<p>(i) MS or M.Phil. (second division) in any discipline or equivalent qualification from</p>

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				<p>an Institute or a University recognized by HEC; and</p> <p>(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> <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>
5	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>
6	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.
7	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.
8	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.
09	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</p>

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				Microsoft office
10	Senior Computer Operator Age Limit: 21-35 Years	16	2	(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 (ii) Five years post experience of Microsoft office or web development or graphic designing or data processing
11	Computer Operator Age Limit: 18 to 30 Years	15	3	(i) Bachelors' degree (second division) or equivalent qualification from an Institute or a University recognized by HEC; (ii) Three months' computer training course or diploma in MS office from a Technical 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	Assistant Estate Officer Age Limit: 21-30 Years	14	1	(i) Bachelors' degree (second division) or equivalent qualification from an Institute or a University recognized by HEC
14	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
15	Junior Clerk Age Limit: 18 to 30 Years	11	20	(i) Higher secondary school certificate (second division) from a recognized Board;



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				(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	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.
17	Tractor Driver Age Limit: 30 to 45 Years	4	2	(i) Secondary school certificate (second division) or equivalent qualification from a recognized Board; (ii) Valid Commercial Tractor Trolley license and (iii) Five years' post qualification driving experience.
18	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
19	Driver (LTV) Age Limit: 21 to 35 Years	4	3	(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

### How to apply:

- 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.
- 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.
- Age relaxation, for appointment by initial recruitment, shall be admissible as per policy of the Government.
- 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. He/She-males can apply, if eligible for the post applied for.
- No TA /DA will be given to the candidates called for test/ interview



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- 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. 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, 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.

**Last Date for submission of applications:** The applications complete in all respects must reach in office of the Registrar latest by **15-01-2025**. 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.*

**Note 1:-**

*The University advertised the various non-teaching posts as appeared in National Daily "the Nation" on 09-05-2021 and "Express News" on 10-05-2021 vide IPL No. 4380-L/R with 30.5.2021 as the last date for receipt of applications and an addendum/Corrigendum in "Express News" on 11-06-2023 vide IPL No. 4657 with 10-07-2023 as the last date for receipt of applications. The candidates who had already applied for various posts in earlier advertisements with last date 30-05-2021 and 10-07-2023 respectively and their interview had not conducted need not to apply and pay processing fee again subject to fulfillment of above prescribed eligibility criteria of respective post. However, they can submit their updated CV/resume as supporting documents to their already submitted applications.*



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**Dr. Abid Mahmood Alvi**  
**Registrar**  
Ghazi University, D.G. Khan  
**064-9260135**