

July 20, 2008

The News

Islamabad
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HITEC University

Heavy Industries Taxila Education City, Taxila Cantt.

SITUATIONS VACANT

HITEC University of Engineering and Management Sciences seeks the services of **Teaching Faculty** in the areas of Electrical Engineering, Electronics Engineering, Mechanical Engineering, Telecom Engineering and Management Sciences. Furthermore, **Administrative Staff** is also required as per following details:

Faculty Positions	Qualifications
Professors Maximum Age: 50 Years	<ul style="list-style-type: none"> Ph.D in the relevant field from a renowned national/international University. 15 years teaching / research experience in recognized university/ post graduate institution or professional experience with at least 11 years at post doctoral level. 15 research publications in national / International journals, out of which at least 5 should be in the last five years.
Associate Professors Maximum Age: 45 Years	<ul style="list-style-type: none"> Ph.D in the relevant field from a renowned national/international University. 10 years teaching / research experience in recognized university/ post graduate institution or professional experience with at least 5 years at post doctoral level. 10 research publications in national / International journals, out of which at least 4 should be in the last five years.
Assistant Professors Maximum Age: 35 years	<ul style="list-style-type: none"> Ph.D in the relevant field from a renowned national/international University. OR MS/M. Phil in the relevant field with 4 years / research experience. OR First class 16 years degree in the relevant field with 6 years teaching / research experience.
Lecturers Maximum Age: 30 years	<ul style="list-style-type: none"> First class 18 years degree in the relevant field from a renowned national / international university.
Administrative positions	Qualifications
Deputy Registrar	<ul style="list-style-type: none"> 16 years degree in the relevant field from an accredited educational institution or its equivalent professional qualification 13-years of post-qualification relevant administrative/professional experience in a university or a governmental department or any professional organization at the national or international level.
Treasurer	<ul style="list-style-type: none"> First class degree in MBA (Finance / Accounting) OR MS (Financial Management) OR MA / M.Sc. Economics / M.Com Minimum 5 years relevant experience in a reputable organization.
Controller of Examinations	<ul style="list-style-type: none"> Master degree or equivalent qualification along with 7- years post qualification relevant administrative/professional experience. The candidate must have sound knowledge/experience of working in semester system of examinations in higher education institutions. Strong interpersonal, analytical skills and hands-on experience of Office Automation Tools are highly required.
Librarian	<ul style="list-style-type: none"> 16 years degree in the relevant field. Minimum 5 years relevant experience in a reputable organization.
Hostel Warden	<ul style="list-style-type: none"> Masters degree or equivalent qualification. Minimum 3-years experience as a warden of university/college hostel.
Lab Technicians	<ul style="list-style-type: none"> Relevant B.Sc. degree or diploma / certificate as Laboratory Technician in relevant field. He/she will be responsible to provide technical support to faculty, to ensure proper functioning of lab equipment, to keep record of lab equipment and their timely availability for demonstration, experiments etc.
Clerks (junior/senior)	<ul style="list-style-type: none"> Intermediate with at least second division. Must have good verbal, writing and communication skills with minimum typing speed of 40 w.p.m. 3 years work experience in a similar capacity in any public / private sector organization.
Naib Qasid	<ul style="list-style-type: none"> Matriculation with experience in the relevant field. Minimum Age 22 years (on the closing date of application)

Application Procedure:

- All applicants are requested to submit their complete and up-to-date curriculum vitae along with a cover letter highlighting why they should be considered for the mentioned position.
- Relaxation in age will be given to highly qualified and skilled applicants.
- All applications must be submitted with certified copies of relevant supporting documents. Complete applications must reach by **1st August, 2008** at the mailing address.

Registrar

HITEC University, Taxila Cantt. Phone No: 051-4544575, 051-2515407

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