

وفاق اردو یونیورسٹی

FEDERAL URDU UNIVERSITY OF ARTS, SCIENCES & TECHNOLOGY

S#	Name of Post	Requirement/Qualification	S#	Name of Post	Requirement/Qualification
1.	Registrar (BPS-26)	M.A/M.Sc. M.Com/MBA from HEC recognized institution in at least 2nd Division. 15 years experience in teaching research with at least 7 years in administration of any institution of repute. Higher qualification will be given preference. Age limit: 55 years.	28.	Network Support Assistant (BPS-16)	experience in software development/databases. Development in Software automation/over time. Higher qualification will be given preference. Age Limit: 30 years. M.Sc. (CS/IT) at least 2nd class with 2 years experience in Hardware, Networking and Electrical installation or BCS (3 years) in 1st division with 3 years experience of hardware network in electronic institution or DAE/Computer/Networking with 5 years experience. Higher qualification will be given preference. Age Limit: 30 years. Bachelor degree at least 2nd class from HEC recognized institution. Having 3 years experience in BPS-11 in the relevant field, higher qualification will be given preference. Age Limit: 30 years.
2.	Treasurer (BPS-20)	C.A/ICMA/ACMA/M.Com. M.Com in Finance at least 2nd class from HEC recognized institution. 10-15 years experience in Finance in Govt./Semi Govt./Autonomous organization or repute organization/institution. Higher qualification will be given preference. Age limit: 55 years.	29.	Superintendent (BPS-16)	B.Com. BBA Finance/Auditing at least 2nd class with 3 years experience in relevant field with computer skills (MS-Office). Higher qualification will be given preference. Age Limit: 50 years.
3.	Librarian (BPS-19) (Temporary)	C.A/ICMA/ACMA/M.Com. M.Com in Finance at least 2nd class from HEC recognized institution. 10-15 years experience in Finance in Govt./Semi Govt./Autonomous organization or repute organization/institution. Higher qualification will be given preference. Age limit: 55 years.	30.	Assistant Accounts Officer (BPS-16)	B.Com. BBA Finance/Auditing at least 2nd class with 3 years experience in relevant field with computer skills (MS-Office). Higher qualification will be given preference. Age Limit: 50 years.
4.	Additional Treasurer (BPS-19)	C.A/ICMA/ACMA/M.Com. M.Com in Finance at least 2nd class from HEC recognized institution. 10-15 years experience in Finance in Govt./Semi Govt./Autonomous organization or repute organization/institution. Higher qualification will be given preference. Age limit: 55 years.	31.	Calligraphist (BPS-19)	Calligraphy at least 2nd class or Grade 'C' with 5 years experience. Higher qualification will be given preference. Age Limit: 30 years.
5.	Additional Controller Examination (BPS-19)	Master degree from HEC recognized institution in at least 2nd class. Having 10 years relevant experience in BPS-17 and above. Higher qualification will be given preference. Age limit: 45 years.	32.	Stenographer (BPS-15)	Bachelor/Intermediate at least 2nd class with relevant experience of 3 years short hand speed 80 w.p.m. and typing speed 60 w.p.m. with computer skills. Higher qualification will be given preference. Age Limit: 28 years.
6.	Director PAD (BPS-19)	Master degree at least 2nd class Commerce/Business Administration/Economics/Planning from HEC recognized institution. Having 17 years relevant experience in BPS-17 and above. Higher qualification will be given preference. Age limit: 45 years.	33.	Assistant Accountant (BPS-14)	B.Com. BBA Finance/Auditing at least 2nd class with 3 years experience of Account/Audit in University/Govt./Semi Govt. organization with computer skills. Age Limit: 28 years.
7.	Deputy Librarian (BPS-18) (Temporary)	Master Degree at least 2nd class in Library Science with 5 years relevant experience in library work in Govt./Semi Govt./Autonomous body/repute organization or university with computer skills. Higher qualification will be given preference. Age limit: 35 years.	34.	Composer (BPS-15)	* Bachelor degree at least 2nd class or Grade 'C' with 2 years relevant experience in personal computer system and data entry / verification speed 10,000 key depression. * Inpage Urdu, MS Office, Adobe and PhotoShop. Age Limit: 28 years.
8.	Deputy Controller Examination (BPS-18)	Master degree at least 2nd class from HEC recognized institution preferably having 5 years experience in the relevant field from Govt./Semi Govt. Board/University in the same capacity. Higher qualification will be given preference. Age limit: 35 years.	35.	Computer Operator (BPS-12)	* Bachelor degree (Computer) at least 2nd class with 1 year hand on work experience in relevant field from any Govt./Semi Govt. /Autonomous body/repute organization. * Intermediate (FA/SC/2 Com) with 1 year years experience of Govt./Semi Govt./Autonomous body/repute organization in relevant field may also apply. Age Limit: 28 years.
9.	Deputy Treasurer (BPS-18)	MBA/CMA/M.Com at least with 5 years experience in BPS-17 and above relevant field with computer skills. Higher qualification will be given preference. Age limit: 35 years.	36.	Steno Typist (BPS-12)	Matriculation/Intermediate with shorthand & Typing speed at least 80 & 60 w.p.m. Relevant experience of 2 years in Govt./Semi Govt./Autonomous body/repute organization. Preferably computer skills. Age Limit: 28 years.
10.	Deputy Registrar (Establishment) (BPS-18)	MA at least 2nd class with 5 years relevant experience in Govt./Semi Govt. Autonomous body/repute organization or University and having at least 2 years experience as an Assistant Registrar (Establishment) with computer skills. Age Limit: 35 years.	37.	Library Assistant (BPS-12)	Graduate/Intermediate at least 2nd class with PDD certificate in Library Science and 2 years of experience in a college/university or a library of repute with computer skills. Age Limit: 28 years.
11.	Deputy Registrar (Academic) (BPS-18)	Minimum Postgraduate at least 2nd class with 5 years relevant experience in Govt./Semi Govt./Autonomous body/repute organization or University and having at least 2 years experience as an Assistant Registrar (Establishment) with computer skills. Age Limit: 35 years.	38.	Lab Technician (BPS-11)	B.Sc/B.S at least 2nd class having 3 years of experience in laboratory of reputable organization / educational/research institution with computer skill. Age Limit: 28 years.
12.	Deputy Registrar (Academic) (BPS-18)	Minimum Postgraduate at least 2nd class with 5 years relevant experience in Govt./Semi Govt./Autonomous body/repute organization or University and having at least 2 years experience as an Assistant Registrar (Establishment) with computer skills. Age Limit: 35 years.	39.	Lab Assistant (I/T) (BPS-11)	B.Sc/B.S at least 2nd Division having 3 years of experience in laboratory of reputable organization / educational/research institution with computer skill. Age Limit: 28 years.
13.	Deputy Director (Public Relation) (BPS-18)	Minimum Postgraduate at least 2nd class with 5 years relevant experience in Govt./Semi Govt./Autonomous body/repute organization. Has 10 years experience in Journalism and expertise in English, Urdu, Essays, and features writing should be necessary. Higher qualification and experience will be given preference. Age Limit: 35 years.	40.	Assistant (BPS-11)	Bachelor degree at least 2nd class from HEC recognized institution. Having 3 years experience in relevant field with computer skills (MS Office) or candidate having Intermediate Certificate and experience of repute organization. Age Limit: 28 years.
14.	System Engineer (BPS-18) (Temporary)	Master/B.E/B.S in computer (1 years degree with at least 2nd Division and 3 years of relevant experience in system installation, management or computer operation in Govt./Semi Govt./Autonomous body/repute organization. Higher qualification and experience will be given preference. Age Limit: 35 years.	41.	Account Assistant	BBA, 3 Com or equivalent at least 2nd class from HEC recognized institution with 2 years experience as a Clerk in Account/Audit with computer skills (MS-Office). Age Limit: 28 years.
15.	Co-ordinate Engineer (Civil) (BPS-10) (Temporary)	Master/B.E/B.S in computer (1 years degree with at least 2nd Division and 3 years of relevant experience in system installation, management or computer operation in Govt./Semi Govt./Autonomous body/repute organization. Higher qualification and experience will be given preference. Age Limit: 35 years.	42.	Key Punch Operator	Matric / Intermediate at least 2nd class with speed of punching 100 w.p.m. With computer skills (MS-Office). Age Limit: 28 years.
16.	Data Base Administrator (BPS-18)	Minimum Postgraduate at least 2nd class with 5 years relevant experience in Govt./Semi Govt./Autonomous body/repute organization. Higher qualification and experience will be given preference. Age Limit: 35 years.	43.	Campus Supervisor (BPS-9)	Intermediate at least 2nd class from Govt./Semi Govt./Autonomous body/repute organization, having 2 years relevant experience in repute organization. Age Limit: 28 years.
17.	Network Administrator (BPS-19)	B.E (Civil) or 2nd class at least having 5 years experience in relevant field in Govt./Semi Govt./Autonomous body/repute organization. Higher qualification and experience will be given preference. Age Limit: 35 years.	44.	Indexer (BPS-6)	Intermediate Certificate Course in Library Science with 3 years experience in relevant field in Govt./Semi Govt./Autonomous body/repute organization. Age Limit: 28 years.
18.	Assistant Librarian (BPS-17)	MCS/B.S/S.S (4 years) from HEC recognized University, having experience of at least 5 years as Data Base Administrator in Govt./Semi Govt./Autonomous body/repute organization. * The candidate should be Oracle certified professional (OCP). * Those having other certificate like (Microsoft Certificate data base administration) MCSA or Microsoft SQL Server will be given preference. * Knowledge of handling Oracle database on Linux will be an advantage. Age Limit: 35 years.	45.	Searcher (BPS-7)	Intermediate Certificate Course in Library Science with 2 years experience in relevant field in Govt./Semi Govt./Autonomous body/repute organization. Age Limit: 28 years.
19.	Web Master (BPS-17)	Master Degree at least 2nd class in Library Science with 2 years relevant experience in Library work in Govt./Semi Govt./Autonomous body/repute organization or university with computer skills. Or Master Degree holder with PGD in Library Science with computer literacy and 3 years of professional experience in Govt./Semi Govt./Autonomous body/repute organization or university with computer skills. Higher qualification will be given preference. Age Limit: 30 years.	46.	Hardware Technician (BPS-7)	Intermediate with hardware technician course or certificate course of hardware technician at least 1 year experience. Age Limit: 28 years.
20.	Assistant Treasurer (BPS-17)	M.Sc. (CS/IT) B.Sc. E with at least 2nd class with 5 years experience in relevant field. Development and management of Websites. Experience in Multi-media. Application will be preferred. Higher qualification will be given preference. Age Limit: 30 years.	47.	Upper Division Clerk (UDC) (BPS-7)	Intermediate 2nd class with 2 years experience as a Clerk. Age Limit: 28 years.
21.	Assistant Engineer (Civil) (BPS-17) (Temporary)	MBA, CA/ICMA, M.Com or equivalent at least 2nd class with 3 years relevant experience in BPS-17 in Govt./Semi Govt./Autonomous body/repute organization or university with computer skills (MS Office). Higher qualification will be given preference. Age limit: 30 years.	48.	Record Keeper (BPS-7)	Intermediate 2nd class with 2 years relevant experience as a record keeper in any Govt./Semi Govt./Autonomous body/repute organization. Age Limit: 28 years.
22.	Assistant Engineer (Electrical) (BPS-17)	B.E (Civil) at least 2nd class 2-3 years relevant experience in Govt./Semi Govt./Autonomous body/repute organization. Or DAE (Civil) at least 8-10 years experience in Govt./Semi Govt./Autonomous body/repute organizations. * Working experience in university will be given preference. Age Limit: 30 years.	49.	Binder (BPS-6)	Matric with relevant experience in Govt./Semi Govt./Autonomous body/repute organization. Age Limit: 28 years.
23.	Assistant Controller Examination (BPS-17)	B.E (Electrical) at least 2nd class with 2-3 years relevant experience in Govt./Semi Govt./Autonomous body/repute organization. Or DAE (Electrical) at least 8-10 years experience in Govt./Semi Govt./Autonomous body/repute organizations. * Working experience in university will be given preference. Age Limit: 30 years.	50.	Lab Attendant (BPS-5)	Matric with science with 2nd division. Experience: at least 1 year experience in scientific laboratory. Age Limit: 28 years.
24.	Assistant Director (PAD) (BPS-17)	Master degree in at least 2nd class from HEC recognized institution. Having 5 years experience in BPS-18 in the relevant field with computer skills (MS-Office). Higher qualification will be given preference. Age limit: 45 years.	51.	Library Attendant (BPS-5)	Matric in at least 2nd Division with certificate in Library Science. Age Limit: 28 years.
25.	Cataloguer (BPS-17)	B.E (Civil) at least 2nd class Master Degree in Commerce/Business Administration/Economics/Education/Planning with 3 years experience in relevant field or Masters degree in above fields with 5 years relevant experience in BPS-18 in Govt./Semi Govt./Autonomous body/repute organization. Higher qualification will be given preference. Age Limit: 30 years.	52.	Lower Division Clerk (LDC) (BPS-5)	Matriculation/Intermediate at least 2nd Division with computer skills (MS-Office), relevant experience will be given preference. Age Limit: 28 years.
26.	Classifier (BPS-17)	Master degree at least 2nd class in Library and Information Science with at least 3 years relevant experience in the profession. Computer literacy is a must. Age limit: 30 years.	53.	Driver (BPS-5)	Matric/Middle/Matriculation with driving license in heavy vehicles having 3 years experience in driving. Age Limit: 28 years.
27.	Data Base Assistant (BPS-18)	Master degree at least 2nd class in Library and Information Science with at least 3 years relevant experience in the profession. Computer literacy is a must. Age Limit: 30 years.	54.	Dispatch Rider (BPS-5)	Matric pass with a motorcycle driving license, relevant experience will be given preference. Age Limit: 28 years.
		M.Sc. (CS/IT) at least 2nd class with 2 years experience in Software development/databases development in Software Microcomputer/PC or BCS (3 years) or graduate with PDD (CS/IT) degree with at least 1st Division, 5 years of	55.	Held Mail (BPS-5)	5 years experience in the profession. Experience in the Govt./Semi Govt./Autonomous body/repute organization will be given preference. Age Limit: 28 years.
			56.	Dabtar (BPS-2)	Literate with 2 years of relevant experience. Age Limit: 28 years.
			57.	Messenger (BPS-1)	Matric pass, candidate having driving license (Motorcycle) will be given preference. Age Limit: 28 years.
			58.	Guard (BPS-1)	Literate with 2 years of relevant experience. Age Limit: 28 years.
			59.	Nab Qasid (BPS-1)	Literate/Primary/Middle pass. Age Limit: 28 years.

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