



# UNIVERSITY OF OKARA

Public Sector University Established under Government of Punjab Act XIII of 2016

## ADVERTISEMENT NO. 01/2024

### FOR NON-TEACHING

University of Okara was established under Government of the Punjab Act, 2016 (XIII of 2016). Currently there are about 14000 students and more than 200 faculty/staff members. University of Okara is one of the most progressive and dynamic institutions of higher learning. It is situated on 204 acres of land sandwiched between Multan Road and Canal Lower Bari Doo Aab at Renalakhurd, District Okara. Applications are invited from the Punjab domicile for the following positions.

SR. NO	NOMENCLATURE OF THE POST	NOS. OF POSTS	ELIGIBILITY CRITERIA
01	<b>Chief Engineer (Civil) (BS-20)</b> Age: 40-50 Regular/Contract	01	(i) B.Sc. (second division) in Civil Engineering or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) registered with Pakistan Engineering Council as Engineer in Civil; and (iii) seventeen years' experience in relevant field; out of which five years' experience must be related to management of works.
02	<b>Additional Director Information Technology Services (BS-19)</b> Age: 35-50 Regular/Contract	01	(i) (a) MS or M.Phil. (second division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) eight years' post qualification experience in the relevant field; or (ii) (a) Master's degree or BS (second division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) ten years' post qualification experience in the relevant field.
03	<b>Additional Treasurer (BS -19)</b> Age: 35-50 Regular/Contract	01	(i) (a) MS or M.Phil. (second division) in Finance or Commerce or Accounting or Auditing or Economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) eight years' post qualification experience in the relevant field; or (ii) (a) MBA in Finance or M.Com. or ACCA or ACMA or M.Sc. (second division) in Economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) ten years' post qualification experience in the relevant field.
04	<b>Deputy Director (Academics) (BS -18)</b> Age: 25-45 Regular/Contract	01	(i) (a) MS or M.Phil. (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) three years' post qualification teaching or administrative experience from a public or private institute or university recognized by Higher Education Commission; or (ii) (a) Master's degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education

			Commission; and (b) five years' post qualification teaching or administrative experience from a public or private institute or university recognized by Higher Education Commission
05	<b>Deputy Treasurer (BS -18)</b> Age:25-45 Regular/Contract	01	(i) (a) MS or M.Phil. (second division) in Finance or Commerce or Accounting or Auditing or Economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) three years' post qualification experience in the relevant field; or (ii) (a) MBA (Finance) or M.Com or ACCA or ACMA or M.Sc. or BS (second division) in Economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) five years' post qualification experience in the relevant field.
06	<b>Deputy Controller of Examinations (BS -18)</b> Age: 25-45 Regular/Contract	01	(i) (a) MS or M.Phil. (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) three years' post qualification teaching or administrative experience from a public or private institute or university recognized by Higher Education Commission or public sector organization; or (ii) (a) Master's degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) five years' post qualification teaching or administrative experience from a public or private institute or university recognized by Higher Education Commission or public sector organization.
07	<b>Assistant Registrar (BS-17)</b> Age: 21-35 Regular/Contract	02	Master's degree or ACCA or ACMA or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.
08	<b>Assistant Treasurer (BS -17)</b> Age: 21-35 Regular/Contract	02	MBA or M.Com or ACMA or ACCA or M.Sc. or BS (second division) in Economics or equivalent qualification from an institute or university recognized by Higher Education Commission
09	<b>Assistant Controller of Examinations (BS -17)</b> Age: 21-35 Regular/Contract	02	Master's degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.
10	<b>Assistant Director (Academics) (BS -17)</b> Age: 21-35 Regular/Contract	01	Master's degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.
11	<b>Personal Secretary (BS-17)</b> Age: 21-35 Regular/Contract	01	(i) Master's degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; (ii) speed of hundred words per minute of shorthand; (iii) speed of fifty words per minute of typing on computer in English; and (iv) sufficient knowledge of computer.
12	<b>Computer Programmer (BS-17)</b> Age: 21-35 Regular/Contract	01	Master's degree or BS (second division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or university recognized by Higher Education Commission.
13	<b>Research Officer (BS-17)</b> Age: 21-35 Regular/Contract	01	Master's degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.

14	<b>Assistant Director Legal Matters (BS-17)</b> Age: 21-35 Regular/Contract	01	LLB (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.
15	<b>Medical Officer (BS -17)</b> Age: 21-35 Regular/Contract	01	(i) MBBS (first division) from an institute or university recognized by Higher Education Commission; (ii) registered with Pakistan Medical Commission; and (iii) One-year house job experience.
16	<b>Assistant Director (Research, Innovation &amp; Commercialization) (ORIC) (BS -17)</b> Age: 21-35 Regular/Contract	01	Master's degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.
17	<b>Assistant Director (Quality Enhancement Cell) (BS-17)</b> Age: 21-35 Regular/Contract	01	Master's degree or BS (second division) in Social Sciences or Sciences or Management Sciences or equivalent qualification from an institute or university recognized by Higher Education Commission.
18	<b>Assistant Director Sports (BS-17)</b> Age: 21-35 Regular/Contract	01	Master's degree or BS (second division) in Physical Education or Sports Sciences or equivalent qualification from an institute or university recognized by Higher Education Commission.
19	<b>Estate Officer (BS -17)</b> Age: 21-35 Regular/Contract	01	(i) Master's degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) Two years' experience in the relevant field.
20	<b>Transport Officer (BS -17)</b> Age: 21-35 Regular/Contract	01	(i) Master's degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) Two years' experience in the relevant field.
21	<b>Assistant Engineer (Civil) (BS -17)</b> Age: 21-35 Regular/Contract	01	(i) B.Sc. (second division) in Civil Engineering or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) Registered with Pakistan Engineering Council as Engineer in Civil.
22	<b>Assistant (BS -16)</b> Age: 21-35 Regular/Contract	05	(i) Master's degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) Five years' experience in Microsoft Office.
23	<b>Sub Engineer (Civil) (BS-14)</b> Age: 18-30 Regular/Contract	01	Diploma of Associate Engineering in Civil Engineering from a recognized institute.
24	<b>Junior Computer Operator (BS -12)</b> Age: 18-30 Regular/Contract	01	(i) (a) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board with computer training course or diploma (three months) in MS Office from a recognized institute; or (b) ICS (second division) or equivalent qualification from a recognized Board; and (ii) Speed of forty words per minute of typing on computer in English.
25	<b>Junior Clerk (BS -11)</b> Age: 18-30 Regular/Contract	14	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) Speed of twenty five words per minute of typing on computer in English; and (iii) Proficient in M.S. Office or any other compatible office application.

26	<b>Machine Operator (BS -05)</b> Age: 18-30 Regular/Contract	01	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Two years' experience of operating and trouble - shooting of photostat machine or turbines or sewage pumps or any other technical expertise.
27	<b>Security Guard (BS-05)</b> Age: 30-35 Regular/Contract	01	(i) Ex-service man: (a) not below the rank of Lance Naik or equivalent rank from forces; (b) not retired on medical or disciplinary grounds; (c) experience in security matters; and (d) two years are not passed after retirement; or (ii) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (iii) height = 5' 6".
28	<b>Security Guard (Female) (BS-05)</b> Age: 18-30 Regular/Contract	05	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) height = 5' 2".
29	<b>Cook (BS -05)</b> Age: 18-30 Regular/Contract	01	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) two years' experience the relevant field.
30	<b>Tube Well Operator (BS -05)</b> Age: 18-30 Regular/Contract	01	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Two years' experience in the relevant field.
31	<b>Book Binder (BS-05)</b> Age: 18-30 Regular/Contract	01	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) three years' experience the relevant field.
32	<b>Bus Driver (BS-04)</b> Age: 30-45 Regular/Contract	01	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) valid Heavy Transport Vehicle driving license and Public Service Vehicle driving license; and (iii) five years' experience in the relevant filed;
33	<b>Dispatch Rider (BS-04)</b> Age: 18-30 Regular/Contract	01	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Valid motorcycle driving license.
34	<b>Plumber (BS-04)</b> Age: 18-30 Regular/Contract	01	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Diploma in the relevant field from a recognized institute.
35	<b>Naib Qasid (BS-01)</b> Age: 18-25 Regular/Contract	08	Secondary School Certificate (second division) or equivalent qualification from a recognized Board
36	<b>Mali (BS-01)</b> Age: 18-25 Regular/Contract	10	Literate.
37	<b>Bus Conductor (BS-01)</b> Age: 18-25 Regular/Contract	02	Literate.

- Interested candidates may download Application Form from the University website i.e., [www.uo.edu.pk](http://www.uo.edu.pk).
- Candidates may submit their applications complete in all respect and along with original bank draft/deposit slip till **27-12-2024**. (only through registered Post/Courier Services).
- Applicants are advised to read all instructions/terms and conditions of the advertisement as well as "important instructions to candidates" given on University of Okara website i.e. [www.uo.edu.pk](http://www.uo.edu.pk) carefully in order to submit their applications be completed in all respects. The onus responsibility of correctness of the data given in the Application Form will rest solely on the candidates.
- Those already in the Government / Semi- Government services or autonomous bodies will be required to send their applications through proper channel and bring 'No Objection Certificate' from their competent authority, at the time of interview.
- Candidates must submit separate application for open merit and reserved quota

6. In case screening test is held for a post, it will be mandatory for all eligible candidates to appear, whether applying on merit or against any of the quotas.
7. The Competent Authority may recommend modification in the policy & procedure of Recruitment Process, as it may deem fit, in accordance with the provisions of University of Okara Act, 2016 & University of Okara Employees (Appointment, Terms and Conditions of Service) Statutes 2021.
8. Only short-listed candidates will be called for interview
9. It is mandatory to deposit Rs. 2,000/- as application Processing Fee (for BS-20 posts), Rs. 1000/- (for BS-19 posts) Rs. 800/- (for BS-18 posts), Rs.600/- (for BS-17 posts), (for BS-11 to BS-16 posts), Rs. 300/- (for BS-01 to BS-10 posts) for each application separately. This requisite fee may be paid through bank draft (NTN No. 9021534-6) in favor of "Treasurer University of Okara, Renala Khurd. Or deposit in HBL (Treasurer Payment A/C No. 01527913908901) of University of Okara and also attach original bank draft/deposit slip with the application form.
10. Candidates are required to send their applications in hard in a prescribed manner and it must be received in the Registrar Office University of Okara on or before the closing date **(only through registered Post/Courier Services)**. No extra time will be allowed for postal transit etc.
11. No application shall be received by hand.
12. No TA / DA will be admissible for appearing in Test / Interview.
13. Age relaxation shall be admissible as per policy of the Government.
14. The quota for disable persons, minorities and women will be observed as per rules.
15. The university reserves the right to withdraw any post or its all advertisement or reject all applications without assigning any reason, which will not be challengeable in any court of law.
16. The University may increase or decrease the number of positions as per its requirement and availability of budget.
17. For further information, please Contact Registrar Office.

**INTERVIEW & CALL-UP LETTER**

- I. Schedule of test/Interviews for the said posts will be uploaded on the website of the University.
- II. Candidates Call-up-letter and Information about Date, Time and Venue of Interview will be conveyed to the short-listed candidates only.
- III. The candidates in real hardship cases may be considered for interview through online facility.

**REGISTRAR**  
**UNIVERSITY OF OKARA**

2-KM Main Multan Road, Renala Khurd By Pass, Renala Khurd, Okara, Pakistan  
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