



University of Kotli Azad Jammu and Kashmir

SITUATIONS VACANT

(Non-Teaching)

Applications on prescribed form are invited for the following posts for permanent appointments under **Basic Pay Scale (BPS)** for various Departments/ Faculties/Sections.

| S # | Position(s) | Department / Section | No. of Post (s) | Qualification/Experience/Age |
|-----|---|---|-----------------|---|
| 1. | Senior Librarian (BPS-17) (Open Merit) | Library | 01 | Qualification/ Experience/ Length of Service 1= class master's degree in Library Science/Information Sciences. Age: 21-40 years. |
| 2. | Private Secretary (BPS-16) (Open Merit) | Faculty | 01 | Qualification/ Experience/ Length of Service Bachelor Degree with at least three years' experience, preferably as Personal Assistant with practical knowledge in Urdu and English Shorthand and typing with speed of 100/50 w.p.m. respectively. Person having experience in computer operating will be given due preference. Age: 18-40 years. |
| 3. | Librarian (BPS-16) (Open Merit) | Library | 02 | Qualification/ Experience/ Length of Service 2= class Master Degree in Library Science/Information Sciences. Age: 21-40 years. |
| 4. | Accountant (BPS-16) (Open Merit) | Faculty/General /Finance Administration | 02 | Qualification/ Experience/ Length of Service MBA/M.Com or equivalent qualification or 2= Class B.Com or BBA or BIT/2= Class B.Sc. (Math, Stat, Economics) with three years' experience in the relevant field. Age: 18-40 years. |
| 5. | Transport Officer (BPS-16) (Open Merit) | Finance/ Transport | 01 | Qualification/ Experience/ Length of Service At least 2= class B.Sc. (Mechanical Engineering) with five years' experience in relevant field. Age: 18-40 years. |
| 6. | Hostel Supervisor (Female) (BPS-14) (Open Merit) | Directorate of SA | 01 | Qualification/ Experience/ Length of Service At least 2nd Class Bachelor's Degree with minimum 3 year experience in the relevant field (where a vacancy occurs in the Female Hostel only Female shall be eligible for appointment). Age: 18-40 years. |
| 7. | Senior Clerk (BPS-14) (Kotli=01, Haveli=01, Disable=01 Refugee after 1990=01) | General Administration | 04 | Qualification/ Experience/ Length of Service At least Graduate with typing speed 25 w.p.m. (Urdu/English) and minimum 3 year experience as Junior Clerk/Auditor. Age: 18-40 years. |
| 8. | Junior Clerk (BPS-11) (Bhimber=01, Mirpur=01, Kotli=01, Jhelum Valley=01, Poonch=01, Muzaffarabad=02, Refugee 1947=03, University Employees=02) | General Administration | 12 | Qualification/ Experience/ Length of Service At least Graduate with typing speed 25 w.p.m. (Urdu/English) (25% posts of Junior Clerk are reserved for university in service employees of Scale 1 to-4 who qualify and fulfill the required standard for the post of Junior Clerk) Age: 18-40 years. |

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| 9. | Photostat Machine Operator (BPS-05) (Open Merit) | General Administration (Finance) | 02 | Qualification/ Experience/ Length of Service Matric with at least 3 year practical experience in the relevant field. Age: 18-40 years |
| 10. | Plumber (BPS-05) (Open Merit) | General Administration (Finance) | 02 | Qualification/ Experience/ Length of Service Matric having certificate from recognized Vocational Training Institute with at least 3 year practical experience in the relevant field. Age: 18-40 years |
| 11. | Driver (BPS-05) (Open Merit) | General Administration (Finance) | 10 | Qualification/ Experience/ Length of Service i. At least Matric. ii. Valid HTV license holder with at least 5 year experience. iii. Physical fitness certificate Age: 18-40- years |
| 12. | Conductor (BPS-05) (Open Merit) | General Administration (Finance) | 05 | Qualification/ Experience/ Length of Service Matric with 5 year experience as HTV Cleaner BPS-1. Age: 21-40- years |
| 13. | Library Attendant (BPS-02) Local Distt Quota | Library | 01 | Qualification/ Experience/ Length of Service At least Matric. Age: 18-40 years |
| 14. | Laboratory Attendant (BPS-02) Local Distt Quota | Laboratories | 05 | Qualification/ Experience/ Length of Service At least Matric with Science Subjects. Age: 18-40- years |
| 15. | Naib Qasid (BPS-01) Local Distt Quota | General Administration | 07 | Qualification/ Experience/ Length of Service i. At least Matric. ii. Physical fitness certificate. Age: 18-40 years |
| 16. | Security Guard (BPS-01) Local Distt Quota | General Administration | 03 | Qualification/ Experience/ Length of Service i. At least Matric. ii. Ex-Armed personnel. iii. Physical fitness certificate. Age: 18-40 years |
| 17. | Ground Man (BPS-01) Local Distt Quota | Sports | 01 | Qualification/ Experience/ Length of Service i. At least Matric. ii. Physical fitness certificate. Age: 18-40 years |

GENERAL INSTRUCTIONS:

1. Candidates are required to submit attested copies of their degrees, result cards, transcripts, certificates, Domicile & State Subject etc. along with prescribed application forms may deposit in person or send by Post to the Registrar, University Secretariat, University of Kotli Azad Jammu and Kashmir P.C 11100.
2. Certificates, Transcripts and Detailed Marks Certificate issued before last date will be accepted, Provisional/Hope Certificate will not be accepted.
3. Candidates applying for more than one post shall submit separate application forms for each post applied with required documents completed in all respects.
4. Candidates may obtain application forms from the Office of Assistant Registrar (Meetings), University Secretariat, University of Kotli Azad Jammu and Kashmir by producing Rs. 1600/- (BPS-17 – 19), Rs. 800/- (BPS-6 – 16) and Rs. 400/- (BPS – 1 to 5) on University Challan forms available at authorized branches of Habib Bank Limited in Azad Kashmir OR by sending a bank draft of Rs. 1600/- (BPS-17 – 19), Rs. 800/- (BPS-6 – 16) and Rs. 400/- (BPS – 1 to 5) in favor of Treasurer, University of Kotli (A.K) along with a large size self-addressed envelope affixed with Rs. 50/- postage stamps at your own risk.
5. Application form can also be downloaded from University website www.uokajk.edu.pk. Downloaded application form should accompany with original University Challan/Bank Draft as cost of application form.
6. Foreign degree holders must provide equivalence certificate issued by the HEC.
7. Age limit shall not be applicable to in-service permanent University / Government employees.
8. In-service (permanent employee) candidates must apply through proper channel by the due date otherwise their applications will not be entertained.
9. Preference will be given to AJK Nationals (1st Class State Subject).
10. Applicants will be short listed on the basis of written test (where required) in their respective fields. Only top five candidates having 50% or above marks in written test conducted by any recognized Testing service Agency will be called for interview against one post. Final selection against the post will be made on the recommendations of Selection Board/Selection Committee.
11. The University reserves the rights of cancellation of advertised posts partially or totally without assigning any reason.
12. All candidates will submit fresh applications on prescribed form. The application forms already submitted will not be entertained.
Application forms indicating the posts should reach the office of the Registrar, University Secretariat, University of Kotli Azad Jammu and Kashmir, P.C 11100 latest 20-05-2019(Monday)
13. 14. Incomplete and after due date applications received will not be entertained.

Registrar

Ph. No. 05826-960044

Fax No.05826-960098

