FATA UNIVERSITY

FR Kohat, Khyber Pakhtunkhwa

www.fu.edu.pk , Email: registrar@fu.edu.pk Tel: 091-5885507

Adv. No. 01/2023
Dated 18/03/2023

SITUATION VACANT

FATA University, a Public Sector University, invites applications from Pakistani nationals on application form available on University's website (www.fu.edu.pk), for the following vacant positions on regular basis as per given details till **April 3, 2023**:

S.No	Positions	No. of Posts	Qualification/Experience
1.	**Additional Treasurer (BPS-19)**	1	Master's degree with First division in Finance, Commerce, and Business Administration from an HEC recognized University/ Institution or Chartered Accountant with 12 years' teaching/administrative experience in a University/Government or autonomous body in BPS-17 and above.
2.	**Deputy Director Planning & Development (BPS-18)**	1	Master's degree with First division from an HEC recognized University/Institution with 5 years' teaching/administrative experience in a University/Government or autonomous body in BPS-17 and above.
3.	**Deputy Director (Works) (BPS-18)**	1	B.Sc. Civil/Electrical Engineering with First division from an HEC recognized University/Institution with 5 years' teaching/administrative experience in a University/Government or autonomous body in BPS-17 and above.
4.	**Assistant Treasurer (BPS-17)**	1	Master's degree with First division in Finance, Commerce, Business Administration from an HEC recognized University/ Institution or Chartered Accountant
5.	**PA (BPS-16)**	1	i. Bachelor's Degree in at least 2nd division with a speed of 100 words per minute in Shorthand and 40 words per minute in Typing and at least 3 years' experience as Stenographer. ii. Adequate knowledge of Computer in using MS Office (Certificate in Computer from a recognized Institution will be required).
6.	**Assistant (BPS-16)**	1	Intermediate in at least 2nd division with 10 years satisfactory service with at least 04 years' service as Senior Clerk in the University **OR** Matric in at least 2nd division with 14 years satisfactory service with at least 04 years' service as Senior Clerk in the University.
7.	**Accountant (BPS-16)**	1	MBA/M.Com or equivalent qualification in at least 2nd division from a recognized University **OR** B.Com in at least 2nd division from a recognized University with 3 years' experience in the relevant field.
8.	**Assistant Librarian (BPS-16)**	1	Master's Degree in Library & Information Sciences in at least 2nd division from a recognized University **OR** Bachelor's Degree in Library & Information Sciences in at least 2nd division from a recognized University with 3 years experience in the relevant field.

9.	**Senior Clerk (BPS-14)**	**5**	Intermediate in at least 2nd division with 5 years satisfactory service as Junior Clerk in the University **OR** Matric in at least 2nd division with 7 years satisfactory service as Junior Clerk in the University.
10.	**Junior Clerk (BPS-11)**	**3**	Intermediate in at least 2nd division or equivalent qualification with a speed of 40 words per minute in typing and adequate computer literacy.
11.	**Electricity Supervisor (BPS-11)**	**1**	i. Matric in at least 2nd Division with Diploma in Electrical Technology from a recognized Institute. ii. At least 3 years practical experience of repair, maintenance and handling of electric supply lines/equipment.
12.	**Key Punch Operator/Data Entry Operator (BPS-11)**	**1**	i. Intermediate with One year Computer Diploma. ii. A minimum speed of ten thousand key depressions per hour for punching data entry/verification. iii. At least three years experience.
13.	**Electrician (BPS-05)**	**1**	Matric in at least 2nd division with Electrician's Certificate from a recognized Institution and 2 years relevant experience OR literate with 10 years experience as electrician.
14.	**Driver (BPS-05)**	**8**	Matric in at least 2nd division with a valid HTV/LTV license and having 5 years experience of driving heavy transport **OR** Literate with a valid HTV/LTV license and having 10 years' experience of driving heavy transport.
15.	**Helper (BPS-02)**	**1**	Matric in at least 2nd division **OR** literate with 5 years experience in the relevant field.
16.	**Cleaner/Conductor (BPS-02)**	**3**	Matric in at least 2nd division **OR** literate with 5 years relevant experience.
17.	**Naib Qasid (BPS-02)**	**13**	Matric **OR** literate with 5 years relevant experience.
18.	**Cook (BPS-02)**	**2**	i. Preferably literate with at least 05 years' experience of working in reputable hotels. ii. Educated persons will be given preference. iii. Age limit 18-30 years
19.	**Mali (BPS-02)**	**1**	Matric **OR** literate with 05 years relevant experience.
20.	**Chowkidar (BPS-02)**	**5**	i. Retired Defence Forces personnel with good physique. ii. Maximum age limit not more than 45 years. iii. Educated persons will be given preference.
21.	**Sweeper/Drain Coolie (BPS-02)**	**1**	Matric **OR** literate with 05 years relevant experience.

For further details/Terms and Conditions visit www.fu.edu.pk

Registrar, FATA University

TERMS AND CONDITIONS

1. Applicants must apply on the prescribed Application Form available at the University's website: www.fu.edu.pk OR at the Office of the Registrar, FATA University, Tribal Sub Division, Darra Adam Khel, District Kohat.
2. A processing fee (non-refundable) as per following details shall be deposited in any United Bank Limited (UBL) in Account No. 233901019, Branch code (0850), (IBAN: PK40 UNIL 0109 0002 3390 1019) and the original receipt must be attached with the application form:

BPS	Fee	BPS	Fee
BPS 01-05	Rs. 800/-	BPS 06-16	Rs. 2,000/-
BPS-17 & Above	Rs. 3,000/-		

Note: Application(s) with deposit slip(s) of less than the prescribed amount of processing fee shall not be processed.

3. The detailed Bio-data and attested/verified photocopies of all DMCs, Degrees, and Certificates, CNIC, Experience Certificates and two recent passport size photographs must be attached with the Application Form.
4. Legal action will be taken if any of the submitted documents are found fake/tampered.
5. The relevancy and genuineness of the Experience Certificates provided will be judged by the Scrutiny Committee and only relevant experience shall be considered.
6. Less than 3.00/4.00 CGPA will be considered Second Division.
7. The candidates having Foreign Degree/Certificate must provide Equivalency Certificate from HEC/IBCC, Islamabad along with the application, failing which the application will not be considered for further processing.
8. The candidates serving in Government, Semi Government or Autonomous Institutions must apply through proper channel, otherwise their applications will not be considered.
9. Only eligible shortlisted candidates will be called for Test / Interview. No TA/DA is admissible. University will not be held responsible for non-receipt or late receipt of Call Letters for Test / Interview, and the issue shall be taken up with concerned courier service.
10. The University reserves the right to increase/decrease/withhold or not to fill any of the advertised post.
11. Landline telephone, Mobile No. Postal and Email address must be written on the Application Form. Change of address/contact must be communicated to this office on urgent basis in writing.
12. The application form/dossier should be complete in all respects. Incomplete application form(s)/dossier(s) will not be considered.
13. Separate application shall be submitted for each advertised post.
14. Candidates must produce original verified documents on the day of interview.
15. Territorial Jurisdiction/Limits as notified by the Government of Khyber Pakhtunkhwa from time to time in light of Section 4 of the Khyber Pakhtunkhwa Universities Act, 2012 (amended up-to-date) is applicable on the advertised posts from BPS-01 to BPS-05. Jurisdiction for posts in BPS-06 to BPS-16 is Kohat Division as per Act ibid.
16. In case of non-availability of eligible candidates with the Territorial Jurisdiction mentioned above, candidates from the adjoining places will be considered for the post/s in light of Section 11 (5) (f) of the Khyber Pakhtunkhwa Universities Act, 2012 (amended up-to-date).
17. Age limit for posts in BPS-01 to BPS-16 is 18-30 years (except for Chowkidar, which is 45 years) with upper age relaxation admissible upon request as per rules in vogue.
18. Approved rules regarding different quotas shall be applicable.
19. All applications must be submitted (in hard) to the Office of the Registrar, FATA University, Sub-Division, Darra Adam Khel, District Kohat, Post Code 26100 by 4 pm on the last date given below.
20. Applications submitted through email shall not be considered for processing.
21. List of eligible/shortlisted candidates will be uploaded on the FATA University website: www.fu.edu.pk.
22. Last date for submission of applications is **April 3, 2023.**

Note: Errors and Omissions, if any, will be subject to rectification by the University