



FATA UNIVERSITY

FR Kohat, Khyber Pakhtunkhwa

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

Add No. 01/2021
Dated: 18/09/2021

SITUATION VACANT

The FATA University, a newly established 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 **October 05, 2021**.

S.#	Position	No. of Posts	Qualification / Experience
1	Additional Registrar (BPS-19)	1	Master's degree with First division from an HEC recognized University/Institution with 12 years' teaching/administrative experience in a University/Government or autonomous body in BPS-17 and above.
2	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.
3	Deputy Registrar (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.
4	Deputy Director Administration (BPS-18)	1	Masters' 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.
5	Assistant Registrar (Legal) (BPS-17)	1	LLB with First division from an HEC recognized University/institutions.
6	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
7	Assistant Librarian (BPS-17)	1	Master's degree with First division in M.L.S from an HEC recognized University/ Institution.
8	Assistant Director P&D (BPS-17)	1	Master's degree with First division from an HEC recognized University/Institution.
9	Assistant Director IT (BPS-17)	1	Master's degree or equivalent in Computer Science/IT or in the relevant field with First division from an HEC recognized University/Institution.
10	Junior Programmer (BPS-16)	1	M.Sc. in Computer Science/BCS/BIT (16 years of education) in at least 2 nd division. Experienced persons will be given preference.
11	Driver (BPS-05)	2	Matric in at least 2 nd 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.
12	Chowkidar (BPS-02)	4	Retired Defence Forces personnel with good physique. Maximum age limit not more than 45 years. Educated persons will be given preference.
13	Mali (BPS-02)	3	Matric OR literate with 05 years relevant experience.

For further details/Terms & Conditions visit www.fu.edu.pk | REGISTRAR FATA UNIVERSITY

TERMS AND CONDITIONS

1. Applicants should apply on the application form available at the University website: www.fu.edu.pk OR at the Registrar office of the 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. 233900504, Branch code (0850), (IBAN: PK74 UNIL 0109 0002 3390 0504) and the original receipt must be attached with the application form.

BPS	Fee	BPS	Fee
BPS 01 to 05	Rs. 500/-	BPS 17 to 18	Rs. 2000/-
BPS 12 to 16	Rs. 1000/-	BPS 19 & above	Rs. 2500/-

3. The detailed Bio-data and attested/verified photocopies of all DMCs, Degrees, 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 were found fake/tampered.
5. The relevancy and genuineness of the Experience Certificates provided will be judged by the Scrutiny committee.
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. If not provided, 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 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 dossier should be complete in all respects. Incomplete application form(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 per Khyber Pakhtunkhwa Universities Act 2012 (Amended-2016) is applicable on the advertised posts from BPS-1 to BPS-16.
16. All reserved quota(s) will be observed as and when admissible. In case of special person, the candidate will have to submit a certificate regarding his disability from the relevant authority.
17. All applications must be submitted to the Registrar office of the FATA University, Tribal Sub Division, Darra Adam Khel, District Kohat, Post Code 26100.
18. List of eligible/shortlisted candidates will be uploaded on the FATA University website: www.fu.edu.pk.
19. Last date for submission of applications is October 05, 2021.

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