



FATA University

Darra Adam Khel, Kohat

Web site: www.fu.edu.pk

VACANCY ANNOUNCEMENT

The FATA University is the newly established Public Sector University, which came into existence under the “FATA University Regulations 2013”. It has already started the academic activities from October, 2016. In order to further strengthen its faculty and staff, the hiring of the faculty and staff is, therefore, initiated. In this regard, the applications are invited from the Pakistani nationals for the following Regular positions.

HEC funded PC-1 Project “Establishment of FATA University”

A. Faculty Positions

S.No	Disciplines	Positions	Equiv. Scale	Vacancies	Eligibility
1.	Management Sciences, Mathematics, Sociology, Political Science, English Computer Science, Geology	Professor	BPS-21	Two posts	As per prescribed HEC Eligibility Criteria. Eligibility criteria can be found at the FATA University website: www.fu.edu.pk Higher degree will be preferred.
		Associate Professor	BPS-20	Four posts	
		Assistant Professor	BPS-19,	Four posts	
		Lecturer	BPS-18	Seven posts	

Note: The number of posts for the faculty positions in each discipline will be filled as per availability of suitable candidates.

B. Administrative/Clerical/Ancillary Staff Positions

S.No.	Post, Scale & positions	Qualification & Experience
1.	Registrar (BPS-20) (One post)	Master’s degree with First division from an HEC recognized University/ Institution with 17 years’ teaching/ administrative relevant experience in a University/Government or autonomous body in BPS- 17 and above.
2.	Treasurer (BPS-20) (One post)	Master’s degree with First division in Finance, Commerce, and Business Administration from an HEC recognized University/ Institution or Chartered Accountant with 17 years’ teaching/ administrative relevant experience in a University/Government or autonomous body in BPS- 17 and above.
3.	Controller of Examination (BPS-20) (One post)	Master’s degree with First division from an HEC recognized University/ Institution with 17 years’ teaching/ administrative relevant experience in a University/Government or autonomous body in BPS- 17 and above.
4.	Deputy Registrar (BPS-18) (One post)	Master’s degree with First division from an HEC recognized University/ Institution with 5 years’ teaching/ administrative relevant experience in a University/Government or autonomous body in BPS- 17 and above.
5.	Assistant Controller of Examination (BPS-17) (One post)	Master’s degree with First division from an HEC recognized University/ Institution. Preference will be given to those having relevant experience.
6.	Assistant Audit Officer (BPS-16) (One post)	2 nd Class M. Com/MBA (Finance) from HEC recognized University /DAIs with 03 years experience in relevant field OR First class B.Com / BBA from HEC recognized University /DAIs with 05 years experience in relevant field (Preference will be given to those worked in government / semi-government / university).

7.	Assistant Director IT (BPS-17) (One post)	Master's degree or equivalent in Computer Science/IT or in the relevant field with First division from an HEC recognized University/ Institution. Preference will be given to those having relevant experience.
8.	Telephone Operator (BPS-07) (One post)	Matric in at least 2 nd division with 3 years experience as Telephone Operator.
9.	Instructor (BPS-16) (One post)	Master in Physical Education (NOED) in at least 2 nd division with Coaching Certificate from a recognized Sport Board / Pakistan Cricket Board (PCB) in case of cricket only. Preference will be given to those having relevant experience.
10.	Security Incharge (BPS-16) (One post)	Master in Public Administration / LLB in at least 2 nd division from a recognized University with three years relevant experience in Armed forces and Security Agencies.
11.	Superintendent (BPS-17) (One post)	Master's Degree in at least 2 nd division and 18 years satisfactory service with at least 07 years service as Assistant in the University. OR Bachelor's Degree in at least 2 nd division and 20 years satisfactory service with at least 07 years service as Assistant in the University. OR Intermediate in at least 2 nd division and 22 years satisfactory service with at least 07 years service as Assistant in the University. OR Matric in at least 2 nd division and 24 years satisfactory service with at least 07 years service as Assistant in the University.
12.	Assistant (BPS-16) (Three posts)	Intermediate in at least 2 nd division with 10 years satisfactory service with at least 04 years service as Senior Clerk in the University OR Matric in at least 2 nd division with 14 years satisfactory service with at least 04 years service as Senior Clerk in the University.
13.	Technician IT Lab (BPS-11) (One post)	Diploma of Associate Engineer in Communication / Computer hardware / Electronics / Computer Science from Polytechnic Institute in at least 2 nd division with 03 years relevant experience in IT / Computer related field. OR FSc in 2 nd Division with one year Diploma in CS/IT from Technical Board having 03 years relevant experience in IT / Computer related field. (Preference will be given to those worked in government / semi-government / university).
14.	Junior Clerk (BPS-11) (Four post)	Intermediate in at least 2 nd Division or equivalent qualification with a speed of 40 words per minute in typing and adequate computer literacy.
15.	Senior Clerk (BPS-14) (2 posts)	Intermediate in at least 2 nd division with 5 years satisfactory service as Junior Clerk in the University OR Matric in at least 2 nd division with 7 years satisfactory service as Junior Clerk in the University.
16.	Tube Well Operator (BPS-05) (One post)	Matric in at least 2 nd division with 2 years experience in Operating Tube-Wells OR literate with 10 years experience in Operating Tube-Wells.
17.	Naib Qasid (BPS-02) (Two posts)	Matric in at least 2 nd division OR literate with 5 years relevant experience.
18.	Sweeper (BPS-02) (Two posts)	Matric in at least 2 nd division OR literate with 5 years relevant experience.
19.	Mali (BPS-02) (One posts)	Matric in at least 2 nd division OR literate with 5 years relevant experience.
20.	Security Guards (BPS-02) (One posts)	Matric in at least 2 nd division OR literate with 5 years relevant experience, preferably worked in Armed forces and Security agencies.

Terms & Conditions:

1. Applicants for all the positions should apply on the prescribed form, available at the University website: www.fu.edu.pk **OR** from the Registrar office of the FATA University, Darra Adam Khel, FR Kohat.
2. A processing fee of **Rs. 3000/-** for **Professor** and **Associate Professor**, **Rs. 1000/-** for **Assistant Professor** and **BPS-19 to BPS-20**, **Rs. 600/-** for **BPS-17 to BPS-18** and **Rs. 250/-** for the **remaining positions** shall be deposited in the

UBL Account No. 0109-0002-3390-0504, Branch (0850) and the original receipt must be attached with the application form.

3. The detailed Bio-data and attested photocopies of all DMCs, Degrees, Certificates CNIC, research papers (copies of the first page having Abstract and Journal's name, where applicable), experience certificates and two recent passport size photographs must be attached with the Application Form.
4. **The degrees & certificates (at-least Terminal degree) must be duly verified from the concerned Boards, Universities and HEC etc. Failure to which the application will not be considered for further processing.**
5. Applicant applying for the post of Professor & Associate Professor must submit Four (04) sets of Application Dossier having application form, CV, copies of degrees/certificates (duly verified), experience certificates and list of publications with the copies of required HEC recognized research papers. Only first page, having Abstract and the Journal's name, should be submitted for more than required research papers.
6. The relevancy and genuineness of the Experience Certificates provided will be judged by the Scrutiny committee. The decision regarding acceptance and rejection by the committee will be final.
7. Less than 3.00/4.00 CGPA will be considered Second Division.
8. **The candidates having Foreign Degree / Certificate will provide Equivalency Certificate from HEC / IBCC, Islamabad along with the application. If not provided, the application will not be considered for further processing.**
9. The candidates serving in Government, Semi Government or Autonomous Institutions should route their applications through proper channel.
10. Only eligible shortlisted candidates will be called for Test / Interview. No TA/DA will be allowed. University will not be held responsible for non or late receipt of Call Letters for Test / Interview.
11. Preference will be given to permanently domiciled residents of Sub-Division Darra Adam Khel, District Kohat for the post at Serial No.17 to 19.
12. The University reserves the right to change the number of position(s) depending upon the needs of its various Sections or not to fill any position without showing any reason.
13. 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.
14. Incomplete applications in all respect and Experience / qualification gained after the last date of submission shall not be considered. The shortcomings in the application form will not be communicated to the applicants.
15. Age limit for the BPS-1 to BPS-16 is **up to 35 years** and for Security Guard is **up to 45 years**.
16. All applications must be submitted in the Registrar office (Phone: 091-5885507 & 5885506) of the FATA University, Darra Adam Khel, District Kohat during working days latest by **August 31, 2018**.

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

Deputy Registrar