



FATA University

Tribal Subdivision Darra Adam Khel, Kohat

No. APT-AD-6

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 inductions for the faculty and staff are, 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, English, Geology, Political Science, Computer science	Professor (Age = up to 55 years)	BPS-21/TTS	Three (03) posts (The selection will be prioritized on the basis of availability of eligible candidates in any discipline)	As per prescribed HEC Eligibility Criteria. Eligibility criteria can also be found at the FATA University website: www.fu.edu.pk
2	Management Sciences, Mathematics, Sociology, English, Political Science, Geology	Associate Professor (Age = up to 50 years)	BPS-20	Three (03) posts (The selection will be prioritized on the basis of availability of eligible candidates in any discipline)	
3	Geology	Assistant Professor (Age = up to 45 years)	BPS-19	One post	

Note: Those who have already applied for the above mentioned posts in the earlier advertisement of August 2018 need not to reapply. However, if they want to update their application dossier they can send it without paying any additional fee.

B. Administrative/Clerical/Ancillary Staff Positions

S. No.	Post, Equiv. Scale & age	Qualification & Experience
1.	Registrar (BPS-20) (One post) Age = up to 50 years	Master's degree with First division from an HEC recognized University/ Institution with 17 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.
2.	Treasurer (BPS-20) (One post) Age = up to 50 years	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 experience in a University/Government or autonomous body in BPS- 17 and above.
3.	Controller of Examination (BPS-20) (One post) Age = up to 50 years	Master's degree with First division from an HEC recognized University/ Institution with 17 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.
4.	Deputy Registrar (BPS-18) (One post) Age = up to 40 years	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.
5.	Deputy Controller of Examination	Master's degree with First division from an HEC recognized University/

	(BPS-18) (One post) Age = up to 40 years	Institution with 5 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.
Note: Those who have already applied for the above mentioned posts in the earlier advertisement of August 2018 need not to reapply. However, if they want to update their application dossier they can send it without paying any additional fee.		
6.	Deputy Treasurer (BPS-18) (One post) Age = up to 40 years	Master's degree with First division in Finance, Commerce, Business Administration from an HEC recognized University/ Institution or Chartered Accountant with 5 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.
7.	Assistant Registrar (BPS-17) (One post) Age = up to 35 years	Master's degree with First division from an HEC recognized University/ Institution. <i>(For application submission browse NTS website: www.nts.org.pk)</i>
8.	Assistant Controller of Examination (BPS-17) (One post) Age = up to 35 years	Master's degree with First division from an HEC recognized University/ Institution. <i>(For application submission browse NTS website: www.nts.org.pk)</i>
9.	Network Administrator (BPS-17) (One post) Age = up to 35 years	Master's degree or equivalent in Computer Science/IT or in the relevant field with First division from an HEC recognized University/ Institution. <i>(For application submission browse NTS website: www.nts.org.pk)</i>
10.	Web Administrator (BPS-17) (One post) Age = up to 35 years	Master's degree or equivalent in Computer Science/IT or in the relevant field with First division from an HEC recognized University/ Institution. <i>(For application submission browse NTS website: www.nts.org.pk)</i>
Note: For the following positions (except Sweeper BPS-2) only the permanently domiciled residents of the erstwhile FATA region should apply.		
11.	Instructor for Sports (BPS-16) (One post) Age = up to 35 years	Master / BS (4years) in Physical Education (MPED) in at least 2 nd division with Coaching Certificate from a recognized Sports Board with relevant experience of 02 years. <i>(For application submission browse NTS website: www.nts.org.pk)</i>
12.	Senior Clerk (BPS-14) (Two posts) Age = up to 35 years	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. <i>(For application submission browse NTS website: www.nts.org.pk)</i>
13.	Technician IT Lab (BPS-11) (One post) Age = up to 35 years	Diploma of Associate Engineering in Electronics in at least 2 nd division from a Polytechnic Institute and one year Diploma in Computer Science from a Technical Board with 05 years' experience in the relevant filed. <i>(For application submission browse NTS website: www.nts.org.pk)</i>
14.	Junior Clerk (BPS-11) (Three posts) Age = up to 35 years	Intermediate in at least 2 nd Division or equivalent qualification with a speed of 40 words per minute in typing and adequate computer literacy. <i>(For application submission browse NTS website: www.nts.org.pk)</i>
15.	Sweeper (BPS-02) (Four posts) Age = up to 35 years	Matric OR literate with 05 years relevant experience
16.	Bearer (BPS-02) (Three posts) Age = up to 35 years	Matric OR literate with 05 years relevant experience
17.	Cook (BPS-02) (Two posts) Age = up to 35 years	Matric OR literate with 05 years relevant experience

Terms & Conditions:

1. Applicants for all the positions except at **serial No.07 to No.14** should apply on the prescribed form, available at the University website: www.fu.edu.pk OR from the Registrar office of the FATA University, Tribal Subdivision, Darra Adam Khel, District Kohat
2. **Applicants for the positions mentioned at Serial No.07 to No.14 should apply on the prescribed form, available at the National Testing Service (NTS), Pakistan website: www.nts.org.pk.** These Applicants are required to send their prescribed Application Form along with Fee deposited slip (NTS Copy) and attested/verified photocopies of Educational/Experience certificates to NTS Headquarter: Plot No-96, Street No 04, H-8/1, Islamabad.
3. A processing fee (non-refundable) of **Rs. 3000/- for Professor (BPS-21) and Associate Professor (BPS-20), Rs. 2000/- for BPS-20 and Rs. 1500/- for BPS-19, Rs. 1000/- for BPS-18 and Rs. 250/- for BPS-2 to BPS 4/-** shall be deposited in any **United Bank Limited (UBL) in Account No. 0109-0002-3390-0504, Branch (0850)** and the original receipt must be attached with the application form. **For depositing of fee for the positions of BPS-11 to BPS-17 visit the NTS website: www.nts.org.pk.**
4. The detailed Bio-data and attested/verified 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.
5. Legal action will be taken if any of the submitted documents was found fake/tampered.
6. Applicant applying for the post of **Professor & Associate Professor** must submit **Four (04) sets** of Application Dossier having application form, CV, attested/verified copies of degrees/certificates, 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.
7. 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.
8. For Administrative positions (i.e., serial No. 1-10), the attested/verified experience certificate in BPS-16, if any, should also be submitted.
9. Less than 3.00/4.00 CGPA will be considered Second Division.
10. 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.
11. The candidates serving in Government, Semi Government or Autonomous Institutions should route their applications through proper channel.
12. Only eligible shortlisted candidates will be called for Test / Interview. No TA/DA will be allowed. University will not be held responsible for non-receipt or late receipt of Call Letters for Test / Interview.
13. **For the BPS-2 to BPS-16 (except Sweeper BPS-2) only the permanently domiciled residents of erstwhile FATA should apply.**
14. The University reserves the right to increase/decrease/withhold or not to fill any advertised post depending upon its need.
15. 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.
16. The application dossier should be complete in all respect. Incomplete applications in all respect and Experience / qualification gained after the last date of submission shall not be considered. The shortcomings in the application dossier will not be communicated to the applicants.
17. All applications **except at serial No. 07 to No.14** must be submitted in the Registrar office (Phone: 091-5885507 & 5885506) of the FATA University, Tribal Sub Division, Darra Adam Khel, District Kohat.
18. List of only eligible/shortlisted candidates will be placed on the FATA University website: www.fu.edu.pk.
19. Candidates must produce HEC verified terminal degree on the day of interview.
20. Last date for submission of application of all posts is **July 23, 2019**.

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

Deputy Registrar