



FATA UNIVERSITY

FR Kohat, Khyber Pakhtunkhwa

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

Adv. No. 03/2022

Dated 27/11/2022

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 December 15, 2022:

S.No	Positions	No. of Posts	Qualification/Experience
1.	Deputy Controller of Examination (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.
2.	Deputy Director (Administration) (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 Treasurer (BPS-18)	1	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.
4.	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.
5.	Internal Auditor (BPS-18)	1	First Class M.Com/MBA or equivalent qualification with 6 years' experience in BPS-17 in the relevant field. OR Second Class M.Com/MBA or equivalent qualification with 10 years' experience in BPS-17 in the relevant field. OR Chartered Accountant/Cost and Management Sciences with 6 years' experience in the relevant field.
6.	Assistant Director Works (Civil) (BPS-17)	1	First Class (B-Grade) B.Sc. Engineering from HEC recognized University/ Institutions OR B. Tech from HEC recognized University/ Institutions with 02 years' experience in the relevant field. OR DAE from the Board of Technical Education with 04 years' experience in the relevant field.
7.	Assistant Director (QEC) (BPS-17)	1	Master's degree with First division from an HEC recognized University/Institution.
8.	Assistant Audit Officer (BPS-17)	1	First Class M.Com./MBA or equivalent qualification OR Second Class M.Com./MBA/or equivalent qualification with 05 years' experience in BPS-16 in the relevant field. OR Chartered Accountant/ Cost and Management Accountant.

9.	Senior Auditor (BPS-16)	01	First Class B.Com./BBA or equivalent qualification OR Second Class B.Com./ BBA or equivalent qualification with 03 years' experience in BPS-11 or above in the relevant field.
10.	PA (BPS-16)	02	1. Bachelor's Degree in at least 2 nd 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. 2. Adequate knowledge of Computer in using MS Office (Certificate in Computer from a recognized Institution will be required).
11.	Security Officer (BPS-16)	1	Master in Public Administration/ LLB in at least 2 nd division from a recognized University
12.	Electricity Supervisor (BPS-11)	1	1. Matric in at least 2 nd Division with Diploma in Electrical Technology from a recognized Institute. 2. At least 3 years practical experience of repair, maintenance and handling of electric supply lines/equipment.
13.	Telephone Operator (BPS-07)	1	Matric in at least 2 nd division with 3 years' experience as Telephone Operator.
14.	Tube-Well Operator (BPS-05)	1	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.
15.	Pipe Fitter (BPS-05)	1	Matric in at least 2 nd division with 2 years' experience in the relevant field OR Literate with 10 years' experience in the relevant field.
16.	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.
17.	Cook (BPS-02)	1	Matric OR literate with 05 years relevant experience. Preferably literate with at least 05 years' experience of working in reputable hotels. Educated persons will be given preference. Age limit 18-30 years.
18.	Mali (BPS-02)	1	Matric OR literate with 05 years relevant experience.
19.	Chowkidar (BPS-02)	1	Retired Defence Forces personnel with good physique. Maximum age limit not more than 45 years. Educated persons will be given preference.
20.	Sweeper/Drain Coolie (BPS-02)	5	Matric OR literate with 05 years relevant experience.

- Applicants must apply on the prescribed Application Form available at the University website: www.fu.edu.pk OR at the Office of the Registrar, FATA University, Tribal Sub Division, Darra Adam Khel, District Kohat.
- 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:

Scale	Processing fee	Scale	Processing fee
BPS 01-05	Rs. 800/-	BPS 06-16	Rs. 2000/-
BPS-17-18	Rs. 3,000/-		

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 website: www.fu.edu.pk OR at the Office of the Registrar, FATA University, Tribal Sub Division, Darra Adam Khel, District Kohat.
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BPS	Fee	BPS	Fee
BPS 01-05	Rs. 800/-	BPS 06-16	Rs. 2000/-
BPS-17-18	Rs. 3,000/-		

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.
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 per Khyber Pakhtunkhwa Universities Act 2012 (Ammended-2016) is applicable on the advertised posts from BPS-1 to BPS-16.
16. Age limit for posts in BPS-01 to BPS-16 is 18-30 years (except for Chowkidar) with upper age relaxation admissible upon request as per rules in vogue.
17. 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.
18. All applications must be submitted to the Office of the Registrar, FATA University, Tribal Sub Division, Darra Adam Khel, District Kohat, Post Code 26100.
19. The advertisement will be processed as per Act, Statutes and rules in vogue in the university.
20. List of eligible/shortlisted candidates will be uploaded on the FATA University website: www.fu.edu.pk.
21. Last date for submission of applications is December 15, 2022.

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