



FATA UNIVERSITY

**Tribal Sub Division, Darra Adam Khel,
NMD Kohat, Khyber Pakhtunkhwa**

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

Add No. 02/2021
Dated: 06/11/2021

SITUATION VACANT

The FATA University, a newly established Public Sector University, invites applications from Pakistani nationals on Application Forms available on University's website (www.fu.edu.pk) or at the Registrar Office of the FATA University, for the following vacant positions on regular basis as per given details till **November 22, 2021**.

S. No	Position	No. of Post(s)	Qualification & Experience
1	Assistant Registrar (BPS-17)	01	Master's degree with First division from an HEC recognized University/ Institution.
2	Assistant Controller of Examination (BPS-17)	01	Master's degree with First division from an HEC recognized University/ Institution.
3	Assistant Director Sports (BPS-17)	01	Master's degree with First division in Health and Physical Education from an HEC recognized University/ Institution.
4	Junior Clerk (BPS-11)	06	Intermediate in at least 2nd Division or equivalent qualification with a speed of 40 words per minute in typing and adequate computer literacy.
5	Telephone Operator (BPS-07)	01	Matric in at least 2nd division with 3 years experience as Telephone Operator.
6	Naib Qasid (BPS-02)	03	Matric OR literate with 05 years relevant experience.
7	Cook (BPS-02)	01	Matric OR literate with 05 years relevant experience. Preferably literate with at least 5 years experience of working in reputable hotels. Educated persons will be given preference. Age limit 18-30 years
8	Sweeper (BPS-02)	04	Matric OR literate with 05 years relevant experience.
9	Bearer (BPS-02)	04	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 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) Branch 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 02	Rs. 500/-	BPS 17	Rs. 2000/-
BPS 07 to 11	Rs. 800/-		

3. The detailed Bio-data/CV 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 will be admissible. University will not be held responsible for non-receipt or late receipt of applications or 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 posts.
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 (Ammended-2016) is applicable on the advertised posts from BPS-1 to BPS-16. Other applicable restrictions will also be observed.
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 in hard form only .
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 November 22, 2021.

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