

## **MANAGEMENT STAFF**

<b>S.No</b>	<b>Name of Post</b>	<b>No of Posts</b>	<b>Max Age Limit</b>	<b>Qualification / Eligibility Criteria</b>
1.	Deputy Registrar	1	55	Master's degree from an HEC recognized university with at least 06-years teaching or administrative experience in a responsible position in a university or education department.
2.	Deputy Treasurer	1	55	Master's degree in business administration/ Commerce from an HEC recognized university with at least 06-years' experience in Government / semi-Government or reputable organization (Preferably in educational institution) or commerce graduate with at least 10-years' experience in Government / semi-Government or reputable organization (Preferably in educational institution)
3.	Deputy Controller Exams	1	55	Master's degree from an HEC recognized university with at least 06 -years teaching or administrative experience in a responsible position in a university or education department.
4.	Assistant Registrar	02	45	Master's degree /LLB from an HEC recognized university with at least 05 years administrative experience in a responsible position in a university or Education department
5.	Assistant Treasurer	02	45	M.Com / MBA (Finance and Accounting) from an HEC recognized university with 05-years' experience in Government / semi-Government or reputable organization (Preferably in educational institution)
6.	Assistant Controller Exams	02	45	Master's degree in management sciences from an HEC recognized university with 05 years relevant experience in Government / semi-Government or reputable organization (Preferably in educational institution)
7.	Front Office Executive	2	40	Graduate with 60% marks. More than (03) year's relevant experience in Government / semi-Government or reputable organization (Preferably in educational institution). A computer certificate course of at least 03 months.

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8.	Personal Assistant	5	40	Graduate with 60% marks. More than (03) year's relevant experience in Government / semi-Government or reputable organization (Preferably in educational institution). A computer certificate course of at least 03 months.
9.	Superintendent	1	40	Graduate with 60% marks. More than (03) year's relevant administrative experience in Government / semi-Government or reputable organization (Preferably in educational institution).
10.	Stenographer	1	40	Graduate with 60% marks. More than (03) year's relevant experience as Steno typist in Government / semi-Government or reputable organization (Preferably in educational institution).
11.	Technical Assistant	1	40	Graduate with 60% marks in Management Sciences/ Psychology / Computer Science. More than (03) year's relevant experience in Government / semi-Government or reputable organization (Preferably in educational institution).
12.	Assistant Accounts	1	40	B.Com (Hons) / BBA (Hons) or equivalent with 60% marks. More than (03) year's relevant experience in finance / accounts / audit in Government / semi-Government or reputable organization (Preferably in educational institution).
13.	Statistical Assistant	1	40	Bachelor in Statistics with 60% marks. More than (03) year's relevant experience in Government or semi-Government organization (Preferably in educational institution).
14.	Data Entry Operator	1	40	F.A / F.Sc with 60% marks. More than (03) year's relevant experience in Government / semi-Government or reputable organization (Preferably in educational institution). A computer certificate course of at least 03 months.
15.	Upper Division Clerk	1	40	Intermediate or equivalent with more than (03) year's relevant experience in Government / semi-Government organization or reputable organization (Preferably in educational institution) OR Matric with Five (05) years relevant experience in Government / semi-Government or reputable organization (Preferable in educational institution). Having a speed of 30 words per minute in typing.
16.	Laboratory Assistant	1	40	F.Sc with relevant more than three (03) years' experience in Government / semi-Government or reputable organization (Preferably in educational institution)
17.	Laboratory Attendant	1	40	Matric in science with relevant five (05) years' experience in Government / semi-Government or reputable organization (Preferably in educational institution)
18.	Driver	2	35	Primary with relevant more than three years' experience. Holding of valid driving license.
19.	Naib Qasid	3	35	Primary with relevant more than three years' experience.

## FACULTY

S. No	Name of Post	No of Posts	Max Age Limit	Qualification / Eligibility Criteria	Minimum Number of Publications
1	Professor (Management Sciences & Computer Science)	02	65	<p>PhD from an HEC recognized institution in the relevant field.</p> <p>15-years teaching/research in HEC recognized university or a post graduate institution or professional experience in the relevant field in a national or international organization.</p> <p>OR</p> <p>10-years post-PhD teaching/research experience in a recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization.</p>	The applicant must have 15 research publications (with at least 5 publications in last 5 years) in HEC recognized journals.
2	Associate Professor (Management, Computer Science, Psychology and English)	04	60	<p>PhD in the relevant field from HEC recognized university/ institution.</p> <p>10-years teaching / research in an HEC recognized university or a postgraduate institution or professional experience in the relevant field in a national or international organization.</p> <p>OR</p> <p>05-years post-PHD teaching / research experience in an HEC recognized university or post graduate institution or professional experience in the relevant field in a national or international organization.</p>	The applicant must have 10 research publications (with at least 4 publications in the last 5 years) in HEC recognized journals.

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3	Assistant Professor (Management Sciences, Computer Science, Psychology and English)	04	60	PhD in the relevant field from an HEC recognized university/institution.	NIL
4	Lecturer Management Sciences	1	40	First Class MS/MPhil/equivalent degree awarded after 18 Years of education in the relevant field from an HEC recognized University/Institution with no 3rd division in the academic career. Condition of no 3rd division shall not be applicable in the qualification of appointment as lecturer in Universities or Degree Awarding Institutions provided that the candidate holds a higher degree viz PhD or equivalent degree with not more than one 3rd division in entire academic career.	NIL

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5	Lecturer Computer Sciences	1	40	<p>First Class MS/MPhil/equivalent degree awarded after 18 Years of education in the relevant field from an HEC recognized University/Institution with no 3rd division in the academic career.</p> <p>Condition of no 3rd division shall not be applicable in the qualification of appointment as lecturer in Universities or Degree Awarding Institutions provided that the candidate holds a higher degree viz PhD or equivalent degree with not more than one 3rd division in entire academic career.</p>	NIL
6	Lecturer Psychology	1	40	<p>First Class MS/MPhil/equivalent degree awarded after 18 Years of education in the relevant field from an HEC recognized University/Institution with no 3rd division in the academic career.</p> <p>Condition of no 3rd division shall not be applicable in the qualification of appointment as lecturer in Universities or Degree Awarding Institutions provided that the candidate holds a higher degree viz PhD or equivalent degree with not more than one 3rd division in entire academic career.</p>	NIL