



KHWAJA FAREED
UEIT
RAHIM YAR KHAN

BE A PART OF THE WINNING TEAM – JOIN
**KHWAJA FAREED UNIVERSITY OF ENGINEERING AND
INFORMATION TECHNOLOGY,
RAHIM YAR KHAN (KFUEIT, RYK)**

SITUATION VACANT

Khwaja Fareed University of Engineering and Information Technology - a Public Sector University Chartered by Govt. of the Punjab requires services of bright and motivated individuals for various **NON-TEACHING POSITIONS** on Contract / Regular basis for the following posts:

Name of Post & Equivalent BPS	Age in Years Min-Max	No. of posts	Qualification & Experience
Assistant (BS-16)	21-35	05	i. Master Degree or BS (second Division) in any discipline or equivalent qualification from an Institute or a University recognized by HEC; and ii. 5 years post qualification experience of Microsoft Office
Assistant (Accounts) (BS-16)	21-35	02	i. Master Degree or BS (second Division) in Commerce or Management Science or Accounting and Finance or Economics or equivalent qualification from an Institute or a University recognized by HEC; and ii. 5 years post qualification experience of handling accounts or audit matters.
Assistant (Auditor) (BS-16)	21-35	02	
Assistant Computer Programmer (BS-16)	21-35	03	i. MCS/MIT/MTS (Second Division) or equivalent qualification from an Institute or a University recognized by HEC. OR i. B.Sc (Second Division) with Computer Science or equivalent qualification from an Institute or a University recognized by HEC; and ii. Four years post qualification relevant experience
Security Officer (BS-16)	30-45	02	i. Ex-service man not below the rank of Subedar Major or equivalent rank from forces; or ii. Not retired on medical or disciplinary grounds; and Two years are not passed after retirement. OR i. Subedar or equivalent rank from forces; ii. Not retired on medical or disciplinary ground; and Two years' experience as Assistant Security Officer.
Senior Sub-Engineer (Civil) (BS-16)	21-40	01	i. DAE in Civil Engineering from a recognized institute; and ii. Ten years post qualification relevant experience.
Senior Sub-Engineer (Electrical) (BS-16)	21-40	01	i. DAE in Electrical Engineering from a recognized institute; and ii. Ten years post qualification relevant experience.
Senior Proof Reader (BS-16)	21-35	03	Master's degree or BS (second division) in English or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and Three years post qualification relevant experience.
Personal Assistant (BS-16)	21-35	02	i. BS (Second Division) in English or Management Science or Computer Sciences or Sociology or Public administration or equivalent qualification from an Institute or a University recognized by HEC; and ii. Five years post qualification experience
Nurse (BS-16)	21-35	02	BS Nursing (Second Division) or three years diploma in Nursing from an Institute or a University recognized by HEC
Deputy Estate Officer (BS-16)	21-35	02	i. Bachelors' degree (Second division) or equivalent qualification from an Institute or a University recognized by the Higher Education Commission; and ii. Three years post qualification relevant experience
Teaching Assistant (BS-16)	21-35	14	Master Degree or BS (second Division) in any discipline or equivalent qualification from an Institute or a University recognized by HEC
Research Assistant (BS-16)	21-35	10	Master's degree or BS (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission.

Name of Post & Equivalent BPS	Age in Years Min-Max	No. of posts	Qualification & Experience
Media Coordinator (BS-16)	21-35	01	Master's degree or BS (Hons) (second division) in Journalism or Mass Communication or Media Studies or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
Accountant (BS-15)	18-30	03	B. Com. (Second Division) or equivalent qualification from an Institute or a University recognized by HEC.
Hardware Technician (BS-15)	21-35	01	i. Bachelors' degree (Second division) with post graduate diploma in Computer Science from an Institute or a University recognized by the HEC; and ii. Two years post qualification relevant experience OR i. Bachelors' degree (Second division) with PGD in computer hardware or equivalent qualification from an Institute or a University recognized by the HEC; and ii. Two years post qualification relevant experience
Computer Operator (BS-15)	18-30	15	i. Bachelors' degree (Second division) or equivalent qualification from an Institute or a University recognized by the HEC; and ii. Three months computer training course or diploma in MS office from a recognized Institute; and iii. Forty words per minute typing speed on computer in English OR (i) BCS (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) Forty words per minute of typing speed in English on computer.
Sports Supervisor (BS-14)	18-30	02	i. Bachelors' Degree or BS (Second Division) with Physical Education or equivalent qualification from an Institute or a University recognized by HEC; and ii. 5 years post qualification experience of coaching
Engineering Lab Assistant (BS-14)	18-30	05	i. Higher Secondary School Certificate or DAE (three years) in relevant field from a recognized institute; and ii. Three years post qualification relevant experience
Library Assistant (BS-14)	18-30	03	i. Bachelors' Degree (Second Division) with Library Science or equivalent qualification from an Institute or a University recognized by HEC; and ii. 03 years post qualification relevant experience OR i. Higher Secondary School Certificate (Second Division) from a recognized Board; ii. Certificate in Library Science iii. 5 years post qualification relevant experience; and iv. Knowledge of computer
Assistant Security Officer (BS-14)	21-35	03	i. Ex-service man not below the rank of Naib Subedar or equivalent rank from forces; ii. Not retired on medical or disciplinary grounds; and iii. Two years are not passed after retirement.
Graphic Designer (BS-14)	21-35	02	i) MA (second division) in Graphic Design or BFA (second division) in Graphic Design from an Institute or a University recognized by HEC; OR i. Diploma in Graphic & Printing or equivalent qualification from recognized institute; and ii. Three years post qualification relevant experience.
Supervisor (Horticulture & Landscaping) (BS-14)	21-30	01	Bachelors' Degree (Second Division) or equivalent qualification from an institute or a university recognized by HEC.
Supervisor (Construction & Maintenance) (BS-14)	18-30	01	i. Higher Secondary School Certificate (Second Division) from a recognized Board; ii. Diploma of Associate Engineering (three years) in civil or architecture or equivalent qualification from a recognized institute; and iii. Two years post qualification relevant experience.

Name of Post & Equivalent BPS	Age in Years Min-Max	No. of posts	Qualification & Experience
Workshop Instructor (BS-14)	21-35	03	i. DAE (Three years) in Associate Engineering in Mechanical or Industrial from a recognized Board; and ii. Seven years post qualification experience in industry or technical education sector.
Care Taker (BS-14)	18-30	03	Bachelors' degree (second division) or equivalent qualification from an institute or a university recognized by the HEC.
Hostel Warden (BS-14)	21-35	04	i. Master's degree or BS (second division) in any discipline or equivalent qualification from an institute or a university recognized by the HEC; and ii. Three years post qualification relevant experience. OR i. Bachelors' degree (second division) or equivalent qualification from an institute or a university recognized by the HEC; and ii. Five years post qualification relevant experience.
Senior Store Keeper (BS-14)	18-30	01	i. Bachelor's degree (second division) or equivalent qualification from an institute or a university recognized by the HEC; and ii. Three years post qualification relevant experience.
Assistant Estate Officer (BS-14)	21-30	02	i. Bachelors' degree (second division) or equivalent qualification from an institute or a university recognized by the HEC.
Sub Engineer (Electrical) (BS-14)	18-30	01	DAE (three years) in Electrical Engineering from a recognized institute.
Sub Engineer (Civil) (BS-14)	18-30	01	DAE (three years) in Civil Engineering from a recognized institute.
Draftsman (BS-13)	18-30	01	i. Diploma (two years) in Civil Draftsman after secondary school certificate with science from a recognized Institute; and ii. Five years post qualification experience with proficiency in AutoCad.
Power Plant Supervisor (BS-13)	18-30	02	i. DAE (Three years) in Electrical from a recognized Board; and ii. Five years' experience of operating Diesel Generating System
Laboratory Supervisor (BS-13)	18-30	02	i. DAE in the relevant field from a recognized Board; and ii. Five years' post qualification relevant experience
Electrician (BS-11)	18-30	02	i. Higher Secondary School Certificate (Second Division) from a recognized Board; ii. DAE (three years) in Electrical or equivalent qualification from a recognized Institute; and iii. Two years post qualification relevant experience
Junior Computer Operator (BS-12)	18-30	13	i. Higher Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; and ii. Three months computer training course or diploma in MS office from any recognized institute; and iii. Forty words per minute typing speed in English on computer; OR i. ICS (second division) or equivalent qualification from a recognized board; and ii. Forty words per minute typing speed in English on computer.
Imam (BS-12)	21-40	01	Sanad Daras-i-Nazami or Sanad Fazil-i-Arbi with Proficiency in qirat.
Computer Technician (BS-11)	18-30	02	i. Higher Secondary School Certificate (Second Division) from a recognized Board; and ii. Diploma in the relevant field from a recognized institute
CCTV Technician (BS-11)	18-30	02	i. Higher Secondary School Certificate (Second Division) from a recognized Board; and ii. Diploma in relevant field from a recognized institute.
Junior Clerk (BS-11)	18-30	15	i. Higher Secondary School Certificate (Second Division) from a recognized Board; ii. Twenty-five words per minute typing speed on Computer in English; and iii. Proficient in MS Office or any other compatible office application

Name of Post & Equivalent BPS	Age in Years Min-Max	No. of posts	Qualification & Experience
Store Keeper (BS-11)	18-30	03	i. Higher Secondary School Certificate (Second Division) from a recognized Board; and ii. Twenty-five words per minute typing speed on Computer in English
Library Clerk (BS-11)	18-30	02	i. Bachelors' Degree (Second Division) with Library Science or equivalent qualification from an Institute or a University recognized by HEC. OR i. Higher Secondary School Certificate (Second Division) from a recognized Board; ii. Thirty-five words per minute typing speed in English on computer; and iii. Three years post qualification relevant experience.
Junior Auditor (BS-11)	18-30	01	i. I.Com. or D. Com. (Second Division) from a recognized Board; ii. Good command in MS Office or relevant software.
Lab Technician (BS-11)	18-30	04	i. Higher Secondary School Certificate (Second Division) from a recognized Board; and ii. Diploma in the relevant field from a recognized institute
AC & Refrigerator Mechanic (BS-09)	18-30	03	i. Secondary School Certificate (Second division) from a recognized board; ii. Six months diploma or certificate in electrical work; and iii. Five years post qualification relevant experience.
Cameraman (BS-09)	18-30	01	i. Secondary school certificate (second division) from a recognized board; and ii. Five years post qualification experience of photography and video recording.
Dispenser (BS-09)	18-30	02	i. Higher Secondary school certificate (second division) from a recognized board; and ii. Diploma in relevant field from a recognized institute
Dresser Female (BS-09)	18-30	01	i. Higher Secondary school certificate (second division) from a recognized board; and ii. Nursing Course Certificate from a recognized institute and iii. 03 years post qualification relevant experience
Welder (BS-07)	18-30	01	i. Literate and ii. 05 years post qualification relevant experience
Junior Store Keeper (BS-07)	18-30	07	i. Secondary School Certificate (second division) from a recognized board; and ii. Twenty-five words per minute typing speed on computer.
Machine Operator (BS-05)	18-30	15	i. Higher Secondary School Certificate (second division) or equivalent qualification from a recognized board; and ii. Two years post qualification experience of operating and troubleshooting of photo state machine or turbines or sewage pumps or any other technical expertise.
Cook (BS-05)	18-30	02	i. Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; and ii. Two years post qualification relevant experience
Library Attendant (BS-05)	18-30	01	i. Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; and ii. Certificate in Library Science
Generator Operator (BS-05)	18-30	02	i. Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; and ii. Two years post qualification relevant experience
Maid (BS-05)	18-30	03	i. Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board.
Book Binder (BS 05)	18-30	01	i. Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; and ii. Three years post qualification relevant experience
Security Guards (Male) (BS-05)	18-30	15	i. Ex-service man not below the rank of L/Naik or equivalent rank from forces;

Name of Post & Equivalent BPS	Age in Years Min-Max	No. of posts	Qualification & Experience
			ii. Not retired on medical or disciplinary grounds; iii. Experience in security matters; and iv. Two years are not passed after retirement; OR i. Higher Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; ii. Height 5'-6" and Chest 32" – 34"
Security Guard (Female) (BS-05)	18-30	01	i. Higher Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; ii. Height 5'-2"
Photo Copier Operator (BS 05)	18-30	10	i. Secondary School Certificate (second division) or equivalent qualification from a recognized board; and ii. Five years post qualification relevant experience.
Coach (BS-05)	18-30	03	i. Secondary School Certificate (second division) or equivalent qualification from a recognized board; and ii. 05 years post qualification coaching experience at Board level
Junior Machine Man (BS-05)	18-30	05	i. Secondary School Certificate (second division) or equivalent qualification from a recognized board; and ii. Diploma in the relevant field from a recognized institute.
Carpenter (BS-04)	18-30	02	i. Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; and ii. Diploma in the relevant field from the recognized institute
Driver (Bus/LTV) (BS-04)	Bus Driver 30-45 LTV 21-35	Bus Driver - 10 LTV- 03	i. Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; ii. Five years post qualification driving experience; and iii. Valid HTV/PSV Driving License for Bus Driver, Valid Commercial Tractor Trolley Driving License for Tractor Driver and Valid LTV & PSV driving license for LTV Drivers.
Dispatch Rider (BS-04)	18-30	10	i. Secondary School Certificate (second division) or equivalent qualification from a recognized board; and ii. Valid motorcycle driving license.
Plumber (BS-04)	18-30	02	i. Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; and ii. Diploma in the relevant field from the recognized Institute.
Head Mali (BS-02)	18-30	02	i. Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; and ii. 03 years post qualification relevant experience
Ground man (BS-02)	18-30	02	i. Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; and ii. Five years post qualification relevant experience
Guest House Attendant (BS-01)	18-25	01	Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board.
Naib Qasid (BS-01)	18-25	10	Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board.
Junior Lab Attendant (BS-01)	18-25	05	Secondary School Certificate (Second Division) with science from a recognized Board.
Sweeper (BS-01)	18-25	10	Literate
Helper (Electrician) (BS-01)	18-25	01	Literate
Helper (Plumber) (BS-01)	18-25	01	Literate
Helper (Mason) (BS-01)	18-25	01	Literate
Helper (Cook) (BS-01)	18-25	01	Literate

Name of Post & Equivalent BPS	Age in Years Min-Max	No. of posts	Qualification & Experience
Helper (Carpenter) (BS-01)	18-25	01	Literate
Bus Cleaner / Conductor (BS- 01)	18-25	10	Literate
Mali (BS-01)	18-25	10	Literate

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE APPLYING ONLINE:

- Candidates for a post shall be domiciled in the Punjab.
- Applicants are advised to read all terms and conditions / instructions of the advertisement as well as "Important instructions to candidates" given on KFUEIT website at online job portal i.e. "portal.kfueit.edu.pk" carefully in order to submit their online applications be completed in all respects. The onus responsibility of correctness of the data given in the Online Application Form will rest squarely on the candidates.
- Applicants are required to submit "**Online Application Form**". Applicants should fill in the **Online Application Form** carefully in the light of the Guidelines and Instructions mentioned in the Advertisement and "Important Instructions to the Candidates given at **Online Job Portal**".
- Editing Option, to correct any data in the Online Application Form, will be available to the candidates till the Closing Date of submission of Online Applications.
- Those already in the government / semi-government service or autonomous bodies will be required to bring 'No Objection Certificate' from their employer, at the time of interview.
- Only eligible / short-listed candidates will be called for test / interview.
- Upload a **paid Bank Challan of Rs. 1500/- (for BPS- 10 to 16), Rs. 1000/- (for BPS-05 to 09) and Rs. 500/- (for BPS (01-04))** as Application Processing Fee for each online application in favor of "Khwaja Fareed University of Engineering and Information Technology, Rahim Yar Khan". Challan can be downloaded from online job portal of KFUEIT, RYK.
- 8. ONLINE APPLICATIONS CAN BE SUBMITTED WITHIN 15 DAYS AFTER ITS PUBLISHERMENT.**
- No TA / DA will be admissible for appearing in Test / Interview.
- Age relaxation, for appointment by initial recruitment, shall be admissible as per policy of the Govt.
- All quotas will be observed as per Recruitment Policy of the University.
- The University reserves the right to withdraw any post or its all advertisement or reject any or all applications without assigning any reason, which will not be challengeable in any court of law.
- The University may increase or decrease the number of positions as per its requirement and availability of budget.
- Since, the demarcation of marks is based on "Division" system, therefore, if "Division" is not available on any degree / transcript of a candidate, the same would be calculated / converted into Division, as under:

Under Semester System (where CGPA is mentioned on the DMC)				Under Semester System (Where only Marks / Percentage is mentioned, instead of CGPA, on the DMC)		
Sr.#	CGPA (Out of 4.00)	CGPA (Out of 5.00)	Division	Sr. #.	Percentage of Marks	Division
1	3.00 or above	4.00 or above	1st Division	1	70% or above	1 st Division
2	2.50 to 2.99	3.25 to 3.99	2nd Division	2	60% to 69.99%	2 nd Division
3	2.49 or below	3.24 or below	3rd Division	3	59.99% or below	3 rd Division

For further information

Registrar, Khwaja Fareed University of Engineering and Information Technology, Rahim Yar Khan, +92-68-5882313, +92-68-5882432-31