



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/ lump sum basis for the following posts:

Name of Post & Equivalent BPS	Age Min-Max (Years)	No. of posts	Qualification & Experience
Assistant (BS-16)	21-35	12	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 Computer Programmer (BS 16)	21-35	01	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	01	i. An 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 iii. Two years are not passed after retirement. OR i. Subedar or equivalent rank from forces; or ii. Not retired on medical or disciplinary ground; and iii. Two years' experience as Assistant Security Officer.
Teaching Assistant (BS 16)	21-35	10	Master's Degree /BS (Second Division) in any discipline or equivalent qualification from an Institute or a University recognized by HEC.
Senior Sub-Engineer (Electrical) (BS 16)	21-40	02	i. DAE in Electrical Engineering from a recognized institute; and ii. Ten years post qualification relevant experience.
Accountant (BS 15)	18-30	05	B. Com. (Second Division) or equivalent qualification from an Institute or a University recognized by HEC.
Hardware Technician (BS 15)	21-35	01	iii. Bachelors' degree (Second division) with post graduate diploma in Computer Science from an Institute or a University recognized by the Higher Education Commission; and iv. 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 Higher Education Commission; and ii. Two years post qualification relevant experience

Computer Operator (BS 15)	18-30	20	<p>i. Bachelors' degree (second division) or equivalent qualification from an Institute or a University recognized by the Higher Education Commission;</p> <p>ii. Three months computer training course or diploma in MS office from a recognized Institute; and</p> <p>iii. Forty words per minute typing speed on computer in English.</p> <p style="text-align: center;">OR</p> <p>i. BCS (Second Division) or equivalent qualification from an Institute or a University recognized by the Higher Education Commission; and</p> <p>Forty words per minute typing speed on computer in English.</p>
Engineering Lab Assistant (BS-14)	18-30	15	<p>i. Higher Secondary School Certificate or DAE (three years) in relevant field from a recognized institute; and</p> <p>Three years post qualification relevant experience</p>
Library Assistant (BS-14)	18-30	02	<p>i. Bachelors' degree (second division) with Library Science or equivalent qualification from an Institute or a University recognized by HEC; and</p> <p>ii. Three years post qualification relevant experience</p> <p style="text-align: center;">OR</p> <p>i. Higher Secondary School Certificate (second division) from a recognized Board; ii. Certificate in Library Science;</p> <p>iii. Five years post qualification relevant experience; and</p> <p>Knowledge of Computer</p>
Sub Engineer (Civil, Electrical) BS -14	18-30	Civil 01, Electrical 01	DAE (Three years) (Civil or Electrical Engineering) from a recognized Institute.
Assistant Security Officer (BS -14)	21-35	01	<p>i. An ex-service man not below the rank of Naib Subedar or equivalent rank from forces;</p> <p>ii. Not retired on medical or disciplinary grounds; and</p> <p>Two years are not passed after retirement.</p>
Graphic Designer (BS-14)	21-35	01	<p>i) MA (second division) in Graphic Design or BFA (second division) in Graphic Design from an Institute or a University recognized by HEC;</p> <p style="text-align: center;">OR</p> <p>i. Diploma in Graphic & Printing or equivalent qualification from recognized institute; and</p> <p>ii. Three years post qualification relevant experience.</p>
Supervisor (Horticulture & Landscaping) (BS-14)	21-30	01	Bachelors' degree or BS (second division) in any discipline or equivalent qualification from an institute or a university recognized by HEC.
Supervisor (Construction & Maintenance) (BS-14)	18-30	01	<p>i. Higher Secondary School Certificate (Second Division) from a recognized Board;</p> <p>ii. Diploma of Associate Engineering (three years) in civil or architecture or equivalent qualification from a recognized institute; and</p> <p>Two years post qualification relevant experience.</p>
Workshop Instructor (BS-14)	21-35	05	<p>i. DAE (Three years) in Associate Engineering in Mechanical or Industrial from a recognized Board; and</p> <p>ii. Seven years post qualification experience in industry or technical education sector.</p>
Care Taker (BS 14)	18-30	04	Bachelors' degree (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission.

Hostel Warden (BS 14)	21-35	04	<p>i. 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; and</p> <p>ii. Three years post qualification relevant experience.</p> <p style="text-align: center;">OR</p> <p>i. Bachelors' degree (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>Five years post qualification relevant experience.</p>
Senior Store Keeper (BS 14)	18-30	02	<p>i. Bachelor's degree (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>Three years post qualification relevant experience.</p>
Assistant Estate Officer (BS 14)	21-30	02	<p>Bachelors' degree (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission.</p>
Draftsman (BS-13)	18-30	02	<p>i. Diploma (two years) in Civil Draftsman after secondary school certificate with science from a recognized Institute; and</p> <p>Five years post qualification experience with proficiency in AutoCad.</p>
Power Plant Supervisor (BS-13)	18-30	02	<p>i. DAE (Three years) in Electrical from a recognized Board; and</p> <p>ii. Five years' experience of operating Diesel Generating System</p>
Electrician (BS-11)	18-30	02	<p>i. Higher Secondary School Certificate (Second Division) from a recognized Board;</p> <p>ii. DAE (three years) in Electrical or equivalent qualification from a recognized Institute; and</p> <p>iii. Two years post qualification relevant experience</p>
Junior Computer Operator (BS- 12)	18-30	10	<p>i. Higher Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; and</p> <p>ii. Three months computer training course or diploma in MS office from any recognized institute; and</p> <p>iii. Forty words per minute typing speed in English on computer;</p> <p style="text-align: center;">OR</p> <p>i. ICS (second division) or equivalent qualification from a recognized board; and</p> <p>Forty words per minute typing speed in English on computer.</p>
Computer Technician (BS-11)	18-30	02	<p>i. Higher Secondary School Certificate (Second Division) from a recognized Board; and</p> <p>Diploma in the relevant field from a recognized institute</p>
CCTV Technician (BS-11)	18-30	01	<p>i. Higher Secondary School Certificate (Second Division) from a recognized Board; and</p> <p>Diploma in the relevant field from a recognized institute.</p>
Junior Clerk (BS-11)	18-30	15	<p>i. Higher Secondary School Certificate (Second Division) from a recognized Board;</p> <p>ii. Twenty-five words per minute typing speed on Computer in English; and</p> <p>Proficient in MS Office or any other compatible office application</p>
Store Keeper (BS-11)	18-30	02	<p>i. Higher Secondary School Certificate (Second Division) from a recognized Board; and</p> <p>ii. Twenty-five words per minute typing speed on Computer in English</p>

Wire Man (BS-09)	18-30	04	i. Secondary School Certificate (Second division) from a recognized board; ii. Six months diploma or certificate in electrical work; and Five years post qualification relevant experience.
AC & Refrigerator Mechanic (BS-09)	18-30	02	i. Secondary School Certificate (Second division) from a recognized board; ii. Six months diploma or certificate in electrical work; and Five years post qualification relevant experience.
Camerman (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.
Junior Store Keeper (BS 07)	18-30	12	i. Secondary School Certificate (second division) from a recognized board; and ii. Twenty-five words per minute typing speed on computer.
Telephone Operator (BS 07)	18-30	06	i. Higher Secondary School Certificate (second division) or equivalent qualification from a recognized board; and ii. Three years post qualification relevant experience.
Machine Operator (BS 05)	18-30	20	i. Higher Secondary School Certificate (second division) or equivalent qualification from a recognized board; and 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 Certificate in Library Science
Generator Operator (BS-05)	18-30	01	i. Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; and ii. Two years post qualification relevant experience
Tube well 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.
Painter (BS-05)	18-30	01	i. Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; and ii. Diploma in the relevant field from the recognized institute.
Mason (BS-05)	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.
Maid (BS-05)	18-30	02	i. Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board.
Book Binder (BS 05)	18-30	03	i. Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; and ii. Three years post qualification relevant experience
Security Guards (BS-05) Male	18-30	30	i. Ex-service man not below the rank of L/Naik or equivalent rank from forces; 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 (BS-05) Female	18-30	05	i. Higher Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; Height 5'-2"
Photo Copier Operator (BS 05)	18-30	25	i. Secondary School Certificate (second division) or equivalent qualification from a recognized board; and Five years post qualification relevant experience.
Carpenter (BS-04)	18-30	01	i. Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; and ii. Diploma in the relevant field from the recognized institute
Telephone Lineman (BS 04)	18-30	04	i. Secondary School Certificate (second division) or equivalent qualification form a recognized board; and Three years post qualification relevant experience.
Driver (Bus/LTV/Tractor) (BS -04)	Bus / Tractor Driver 30-45 LTV 21-35	Bus Driver - 22, Tractor Driver 02, LTV 05	i. Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; ii. Five years post qualification driving experience; and iii. Valid HTV and 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 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.
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	02	Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board.
Naib Qasid (BS-01)	18-25	20	Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board..
Junior Lab Attendant (BS-01)	18-25	10	Secondary School Certificate (Second Division) with science from a recognized Board.
Sweeper (BS-01)	18-25	25	Literate
Helper (Electrician / Plumber/ Mason /Cook/ Carpenter etc (BS-01)	18-25	04	Literate
Bus Cleaner / Conductor (BS- 01)	18-25	15	Literate
Mali / Beldar (BS-01)	18-25	25	Literate

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE APPLYING ONLINE:

1. Candidates for a post shall be domiciled in the Punjab.
2. 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. "eportal.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.
3. Applicants are required to submit "Online Application Form" **within 15days after its appearance in newspaper**. 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".

4. 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.
5. 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.
6. Only eligible / short-listed candidates will be called for test / interview.
7. 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. No TA / DA will be admissible for appearing in Test / Interview.
9. Age relaxation, for appointment by initial recruitment, shall be admissible as per policy of the Govt.
10. All quotas will be observed as per Recruitment Policy of the University.
11. 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.
12. The University may increase or decrease the number of positions as per its requirement and availability of budget.
13. 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