



**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:

Sr. No.	Name of Post & Equivalent BPS	Age Min-Max (Years)	No. of posts	Qualification & Experience
01	Assistant (Auditor) (BS-16)	21-35	02	i. Masters or BS (second division) in Commerce / Management Sciences / Accounting & Finance / Economics or equivalent from HEC recognized University; and ii. 5 years post qualification experience of handling accounts and audit matters.
02	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
03	Assistant (Accounts) (BS 16)	21-35	03	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.
04	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
05	Personal Assistant (BS 16)	21-35	02	i. BS (Second Division) in English or Management Science or Computer Science or Sociology or Public Administration or equivalent qualification from an Institute or a University recognized by HEC; and ii. Five years post Qualification relevant experience

06	Security Officer (BS 16)	30-45	01	<p>i. An ex-service man not below the rank of Subedar Major or equivalent rank from forces; or</p> <p>ii. Not retired on medical or disciplinary grounds; and</p> <p>iii. Two years are not passed after retirement.</p> <p style="text-align: center;">OR</p> <p>i. Subedar or equivalent rank from forces; or</p> <p>ii. Not retired on medical or disciplinary ground; and</p> <p>iii. Two years' experience as Assistant Security Officer.</p>
07	Teaching Assistant (BS 16)	21-35	20	Master's Degree /BS (Second Division) in any discipline or equivalent qualification from an Institute or a University recognized by HEC.
08	Research 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.
09	Accountant (BS 15)	18-30	05	B. Com. (Second Division) or equivalent qualification from an Institute or a University recognized by HEC.
10	Hardware Technician (BS 15)	21-35	02	<p>i. Bachelors' degree (Second division) with post graduate diploma in Computer Science from an Institute or a University recognized by the Higher Education Commission; and</p> <p>ii. Two years post qualification relevant experience</p> <p style="text-align: center;">OR</p> <p>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</p> <p>ii. Two years post qualification relevant experience</p>
11	Computer Operator (BS 15)	18-30	20	i. Bachelors' degree (second division) or equivalent qualification from an Institute or a University recognized by the Higher Education Commission;

				<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>ii. Forty words per minute typing speed on computer in English.</p>
12	Engineering Lab Assistant (BS-14)	18-30	16	<p>i. Higher Secondary School Certificate or DAE (three years) in relevant field from a recognized institute; and</p> <p>ii. Three years post qualification relevant experience</p>
13	Library Assistant (BS-14)	18-30	04	<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;</p> <p>ii. Certificate in Library Science;</p> <p>iii. Five years post qualification relevant experience; and</p> <p>iv. Knowledge of Computer</p>
14	Sub Engineer (Civil, Electrical) BS - 14	18-30	Civil 03, Electrical 01	DAE (Three years) (Civil or Electrical Engineering) from a recognized Institute.
15	Hostel Warden (BS 14)	21-35	04	<p>i. Masters' degree or BS (second division) in any discipline 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. Bachelors' degree or BS (second division) in any discipline or equivalent qualification from an Institute or a University recognized by HEC; and</p>

				ii. Five years post qualification relevant experience
16	Assistant Security Officer (BS -14)	21-35	02	i. An 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.
17	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. Five years post qualification experience of coaching.
18	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.
19	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.
20	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.
21	Workshop Instructor (BS-14)	21-35	02	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.
22	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.
23	Power Plant Supervisor (BS-13)	18-30	01	i. DAE (Three years) in Electrical from a recognized Board; and ii. Five years' experience of operating Diesel Generating System
24	Laboratory Supervisor (BS-13)	18-30	01 Electrical	i. DAE (Three years) in the relevant field from a recognized Board; and

				ii. Five years post qualification relevant experience.
25	Imam (BS -12)	21- 40	01	Sanad Daras-i-Nazami or Sanad Fazll-i-Arabi with proficiency in qirat.
26	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
27	Junior Computer Operator (BS-12)	18-30	12	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.
28	Junior Auditor (BS-11)	18-30	01	i.I.Com or D.Com (second division) from a recognized board; and ii.Good command in MS office or relevant software
29	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
30	CCTV Technician (BS-11)	18-30	03	i. Higher Secondary School Certificate (Second Division) from a recognized Board; and ii. Diploma in the relevant field from a recognized institute.
31	Junior Clerk (BS-11)	18-30	20	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

32	Library Clerk (BS-11)	18-30	02	<p>i. Bachelors' degree (second division) with library science or equivalent qualification from an Institute or a University recognized by HEC.</p> <p style="text-align: center;">OR</p> <p>i. Higher Secondary School Certificate (Second Division) from a recognized Board. ii. Thirty five words per minute typing speed on Computer in English; and iii. Three years post qualification relevant experience</p>
33	Store Keeper (BS-11)	18-30	02	<p>i. Higher Secondary School Certificate (Second Division) from a recognized Board; and ii. Twenty five words per minute typing speed on Computer in English</p>
33	Cameraman (BS-09)	18-30	02	<p>i. Secondary school certificate (second division) from a recognized board; and ii. Five years post qualification experience of photography and video recording.</p>
35	Cook (BS-05)	18-30	02	<p>i. Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; and ii. Two years post qualification relevant experience</p>
36	Coach (BS-05)	18-30	04 Male, 01 Female	<p>i. Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; and ii. Five years post qualification coaching experience at Board level</p>
37	Library Attendant (BS-05)	18-30	01	<p>i. Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; and ii. Certificate in Library Science</p>
38	Generator Operator (BS-05)	18-30	01	<p>i. Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; and ii. Two years post qualification relevant experience</p>
39	Tube well Operator (BS-05)	18-30	01	<p>i. Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; and ii. Two years post qualification relevant experience.</p>
40	Painter (BS-05)	18-30	01	<p>i. Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; and</p>

				ii. Diploma in the relevant field from the recognized institute.
41	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.
42	Maid (BS-05)	18-30	04	i. Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board.
43	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
44	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 iii. Chest 32" – 34"
45	Security Guard (BS-05) Female	18-30	05	i. Higher Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board; ii. Height 5'-2"
46	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
47	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.
48	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.
49	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
50	Guest House Attendant (BS-01)	18-25	04	Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board.
51	Naib Qasid (BS-01)	18-25	20	Secondary School Certificate (Second Division) or equivalent qualification from a recognized Board.
52	Junior Lab Attendant (BS-01)	18-25	10	Secondary School Certificate (Second Division) with science from a recognized Board.
53	Sweeper (BS-01)	18-25	20	Literate
54	Helper (Electrician / Plumber/ Mason /Cook/ Carpenter etc (BS-01)	18-25	04	Literate
55	Bus Cleaner / Conductor (BS-01)	18-25	15	Literate
56	Mali / Beldar (BS-01)	18-25	25	Literate
57	Khadim Masjid (BS-01)	18-25	01	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 30 days after its publication 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. 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.
 11. The University may increase or decrease the number of positions as per its requirement and availability of budget.
- For further information

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