

**VACANT POSITIONS**

**UNIVERSITY OF HOME ECONOMICS, LAHORE (HEC RECOGNIZED)**

Applications are invited from Pakistani Nationals for the following Positions on Regular/Contract as per requirement of the University.

Sr. No	Positions	No. of Posts	Sr. No	Positions	No. of Posts
1	Chief Engineer (Civil) (BPS-20) Age -40-50(years)	01	11	Deputy Registrar (BPS-18) Age -25-45(years)	02
2	Additional Registrar (BPS-19) Age -35-50(years)	01	12	Deputy Controller of Examinations (BPS-18) Age -25-45(years)	02
3	Additional Controller of Examinations (BPS-19) Age -35-50(years)	01	13	Deputy Treasurer (BPS-18) Age -25-45(years)	02
4	Additional Treasurer (BPS-19) Age -35-50(years)	01	14	Deputy Director ORIC (Research, Innovation & Commercialization) (BPS-18) Age -25-45(years)	01
5	Additional Director (Information Technology Services) (BPS-19) Age -35-50(years)	01	15	Deputy Director External Linkages (BPS-18) Age-25-45	01
6	Additional Librarian (BPS-19) Age -35-50(years)	01	16	Deputy Director QEC (Quality Enhancement Cell) (BPS-18) Age -25-45(years)	01
7	Chief Secrecy Officer (BPS-19) Age -35-50(years)	01	17	Deputy Director (Planning and Development) (BPS-18) Age -25-45(years)	01
8	Additional Director (Planning & Development) (BPS-19) Age -30-50(years)	01	18	Deputy Director (Academics) (BPS-18) Age -25-45(years)	01
9	Additional Director (Academics) (BPS-19) Age -35-50(years)	01	19	Secretary (BPS-18) Age -25-45(years)	01
10	Additional Director (Information Technology Services) (BPS-19) Age -35-50(years)	01	20	Data Base Administrator (BPS-18) Age -25-45(years)	01
21	Senior Engineer /XEN (Civil) (BPS-18) Age-25-45	01	35	Personal Assistant (BS-16) Age -21-35(years)	01
22	Assistant Registrar (BPS-17) Age -21-35(years)	02	36	Assistant Computer Programmer (BS-16) Age -21-35(years)	01
23	Assistant Controller of Examinations (BPS-17) Age -21-35(years)	02	37	Security Officer (BS-16) Age -30-45(years)	01
24	Assistant Treasurer (BPS-17) Age -21-35(years)	02	38	Deputy Estate Officer (BPS-16) Age -21-35(years)	01
25	Assistant Secrecy Officer (BPS-17) Age -21-35(years)	01	39	Teaching Assistant (BPS-16) Age -21-35(years)	02
26	Public Relation Officer (BPS-17) Age -21-35(years)	01	40	Senior Sub Engineer (Civil) (BPS-16) Age -21-40(years)	01
27	Assistant Director (Planning and Development) (BPS-17) Age -21-35(years)	01	41	Senior Sub Engineer (Electrical) (BPS-16) Age -21-40(years)	01
28	Assistant Librarian (BPS-17) Age -21-35(years)	02	42	Stenographer (BPS-15) Age -21-35(years)	02
29	Student Counselor (BPS-17) Age -21-35(years)	01	43	Accountant (BPS-15) Age -21-35(years)	01
30	Network Administrator (BPS-17) Age -21-35(years)	01	44	Graphic Designer (BPS-14) Age -21-35(years)	01
31	Assistant Engineer (Civil) (BPS-17) Age -21-35(years)	01	45	Assistant Warden (Female) (BPS-14) Age -21-35(years)	01
32	Assistant Director Sports (Female) (BPS-17) Age -21-35(years)	01	46	Sanitary Supervisor (BPS-14) Age -21-35(years)	01
33	Assistant (Auditor) (BS-16) Age -21-35(years)	01	47	Assistant Security Officer (BPS-14) Age -21-35(years)	01
34	Assistant (BS-16) Age -21-35(years)	02	48	Sports Supervisor (Female) (BPS-14) Age -18-35(years)	01
49	In-Charge Day Care (BPS-14) Age-21-35 (years)	01	59	Driver (L.V.) (BPS-04) Age -21-35(years)	02
50	Junior Computer Operator (BPS-12) Age -21-35(years)	03	60	Bus Driver (BPS-04) Age -21-40 (years)	02
51	Junior Clerk (BPS-11) Age -21-35(years)	08	61	Mail (BPS-01) Age -21-35(years)	06
52	Store Keeper (BPS-11) Age -21-35(years)	01	62	Chowkidar (BPS-01) Age -21-35(years)	04
53	Junior Store Keeper (BPS-07) Age -21-35(years)	01	63	Bus Conductor (BPS-01) Age -21-35(years)	04
54	Library Attendant 6 (BPS-05) Age -21-35(years)	01	64	Helper Cook (BPS-01) Age -21-35(years)	02
55	Senior Lab Attendant (BPS-05) Age -21-35(years)	04	65	Child Attendant (Female) (BPS-01) Age -21-35(years)	02
56	Security Guard (Male) (BPS-05) Age -21-35(years)	08	66	Wash Qand (BPS-01) Age -21-35(years)	15
57	Security Guard (Female) (BPS-05) Age -21-35(years)	01	67	Sweeper (BPS-01) Age -21-35(years)	09
58	Cook (BPS-05) Age -21-35(years)	01			

Note: For Further Detail and Eligibility Criteria please visit the Link Below: - <https://uhec.edu.pk/jobs/vacant-positions/>

**IMPORTANT INSTRUCTIONS SR. 01 to 33**

SR. NO: 01 an amount of Rs. 5000/- shall be deposited, FROM SR. NO. 02 to 10 An amount of Rs. 2500/- shall be deposited FROM SR. NO. 11 to 32 An amount of Rs. 1500/- shall be deposited FROM SR. NO. 33 to 58 An amount of Rs. 1000/- shall be deposited in Account No.0050447000071955 Habib Bank Limited Pace Tower Branch, Gulberg, Lahore and original deposit slip must be attached with the application form

Note: Applications must be submitted on the prescribed Performa (Available at University Website ([www.uhec.edu.pk](http://www.uhec.edu.pk))) not later than 7<sup>th</sup> April 2021.

**IMPORTANT INSTRUCTIONS SR. 54 to 67**

1. Applicants may submit their applications on plain paper including complete Name, Father's Name, Contact information, ID Card, Photo, Recent Cards, Experience letter(s) and other supporting documents with a copy of original fee deposit slip not later than 7<sup>th</sup> April 2021.  
2. An amount of Rs. 500/- shall be deposited in Account No.0050447000071955 Habib Bank Limited Pace Tower Branch, Gulberg, Lahore and original deposit slip must be attached with the application form.

**GENERAL INSTRUCTIONS FOR ALL APPLICANTS**

- The candidates must submit their applications complete in all respects via Registered Mail through Pakistan Post. Courier Service to the following address: "Additional Registrar Office, University of Home Economics, Mateen Fatima Road Block H Gulberg-II Lahore (042-35671834)."
- Candidates applying for more than one post shall submit separate applications, as well as paid separate processing fee challan.
- Candidates already in service of a Government / Semi-Government Department or an Autonomous body must submit a copy of NOC along with application form by the due date; otherwise their applications shall not be entertained.
- Candidates should clearly mention the name of applied position on the top right corner of the envelope.
- Candidates who have already applied for the post(s) serial # 22, 23, 24 of above against previous advertisement, published on 26<sup>th</sup> July 2020, need not to apply again.
- Only short listed candidates shall be called for interview. No TA/DA shall be admissible for test/interview.
- General Age relaxation shall be given as per Govt. of the Punjab policy.
- 3% Quota for disabled person and 5% Quota for Minorities shall be observed as per Government of the Punjab policy.
- The University reserves the rights to increase or decrease the number of positions in any category.
- The University reserves the rights to withhold appointment against any advertised post without assigning any reason.
- Incomplete applications or received after the due date shall not be entertained.
- The Complete advertisement can be viewed on [www.uhec.edu.pk](http://www.uhec.edu.pk)
- Last date to apply is 7<sup>th</sup> April 2021.