



UNIVERSITY OF MIANWALI SITUATION VACANT

Advertisement No. 02/2021

Applications for the following posts are invited on Regular basis from individuals domiciled in the province of Punjab on the prescribed form available on the UMW website www.umw.edu.pk

S/No.	Post	No. of post	Eligibility Criteria	Age
1	Sub Engineer (Civil) (BS-14)	01	DAE (3 years) in Civil Engineering from a recognized Institute.	18 to 30
2	Draftsman (BS-13)	01	(i) Diploma (two years) in civil draftsman after secondary school certificate with science from a recognized institute and (ii) Five years post qualification relevant experience with proficiency in Auto Cad	18 to 30
3	Junior Auditor (BS-11)	01	(i) I Com or D Com (2 nd Division) from a recognized board and (ii) Good command in MS office or relevant software	18 to 30
4	Junior Clerk (BS-11)	11	(i) Higher secondary school certificate (2 nd Division) from a recognized board and (ii) 25 words per minute of typing speed on computer in English, and (iii) Proficient in MS Office or any other compatible office application	18 to 30
5	Electrician (BS-11)	01	(i) Higher secondary school certificate (2 nd Division) from a recognized board with DAE (three years) in electrical or equivalent qualification from a recognized institute. and (ii) Two years post qualification relevant experience	18 to 30
6	Telephone Operator (BS-07)	01	(i) Higher secondary school certificate (2 nd Division) or equivalent qualification from a recognized board; and (ii) Three years post qualification relevant experience	18 to 30
7	Photocopier Operator (BS-05)	01	(i) Secondary school certificate (2 nd Division) or equivalent qualification from a recognized board, and (ii) Five years post qualification relevant experience	14 to 30
8	Generator Operator (BS-05)	01	(i) Secondary school certificate (2 nd Division) or equivalent qualification from a recognized board, and (ii) Two years post qualification relevant experience	18 to 30
9	Security Guard (BS-05)	22	(i) Ex-service man not below the rank of L/Naik or equivalent rank from forces. (ii) not retired on medical or disciplinary ground (iii) experience in security matters (iv) two years are not passed after retirement (v) height = 5' 6"; and (vi) chest = 32" - 34"	18 to 30
10	Cook (BS-05)	02	(i) Secondary school certificate (2 nd Division) or equivalent qualification from a recognized Board, and (ii) Two years post qualification relevant experience	18 to 30
11	Carpenter (BS-04)	01	(i) Secondary school certificate (2 nd Division) or equivalent qualification from a recognized Board, and (ii) Diploma in the relevant field from a recognized institute.	18 to 30
12	Plumber (BS-04)	01	(i) Secondary school certificate (2 nd Division) or equivalent qualification from a recognized Board, and (ii) Diploma in the relevant field from a recognized institute.	18 to 30
13	Driver (BS-04)	07	HIV (i) Secondary School Certificate (2 nd Division) or equivalent qualification from a recognized Board, and (ii) valid heavy transport vehicle license and public service vehicle driving license and (iii) five years post qualification driving experience Tractor (i) Secondary School Certificate (2 nd Division) or equivalent qualification from a recognized Board, and (ii) valid commercial tractor trolley driving license, and (iii) five years post qualification driving experience LTV (i) Secondary School Certificate (2 nd Division) or equivalent qualification from a recognized Board and (ii) valid light transport vehicle license and public service vehicle driving license, and (iii) five years post qualification driving experience	18 to 30
14	Computer Lab Attendant (BS-01)	02	Secondary School Certificate (2 nd Division) with computer science from a recognized board	18 to 25
15	Naib Qasid (BS-01)	13	Secondary School Certificate (2 nd Division) or equivalent qualification from a recognized board.	18 to 25
16	Junior Lab Attendant (BS-01)	04	Literate	18 to 25
17	Mali (BS-01)	03	Literate.	18 to 25
18	Beldar (BS-01)	03	Literate.	18 to 25
19	Cook Helper (BS-01)	04	Literate	18 to 25
20	Bus Conductor (BS-01)	03	Literate	18 to 25
21	Sweeper/Sanitary Worker (BS-01)	15	Literate	18 to 25

MANDATORY INSTRUCTIONS:

- The prescribed application form can be downloaded from the website of University of Mianwali, www.umw.edu.pk.
- Only short-listed candidates will be called for interview. Initial screening will be carried out through a test, if required.
- Foreign degree holders must provide equivalence certificate issued by the IBCC/HEC.
- Application must be accompanied with original Bank Draft of amount Rs. 1000/- for BS-09 to BS-14 and Rs. 500/- for BS-01 to BS-08 as processing fee (non-refundable) drawn in favor of Treasurer, University of Mianwali.
- Candidates who want to apply for more than one post are required to submit separate and complete applications along with separate Bank Draft of the required amount.
- Candidates already employed in any Government/Semi Government department or autonomous body must apply through proper channel by due date; otherwise, their application shall not be entertained.
- Incomplete applications in any aspect or received after the due date will not be entertained.
- Quota policy shall be observed as per Government of the Punjab rule.
- Applications on prescribed form complete in all respect along with necessary documents must reach the office of the Registrar on or before **28.07.2021**.
- Age relaxation will be given as per Government of Punjab rule.
- University reserves the rights to fill any position/withhold appointment against any advertised position or to accept/reject any application without assigning any reason.
- University may increase or decrease the number of the post(s) at any time.
- The decision of the university shall remain binding in all cases.
- No TA/DA is admissible to candidates appearing for test and/or interview.

(IPL-6406)

Registrar

University of Mianwali, Mianwali

Phone: 0459-920270