



UNIVERSITY OF SARGODHA, SARGODHA

Advertisement No. 01/2023

SITUATION VACANT

Applications for the following post on permanent basis are invited from Pakistani Nationals on the prescribed form which can be downloaded from University website i.e www.su.edu.pk.

Sr. #	Post	No. / Nature of Post	Eligibility Criteria
1.	Secretary to the Vice-Chancellor (BS-17/18)	01-Regular	(a) Graduation from a recognized University and a speed of 120 words per minute in shorthand in English and 40 words per minute in typewriting. (b) 10 years relevant experience. Age: Less than 40

Note: As per University policy, the University reserves the right not to consider any application or fill any post without assigning any reason. Therefore, post of Secretary to the Vice-Chancellor advertised previously bearing last date 31.10.2022, which has not been processed till date, stands cancelled. The applicants of previous advertisement are requested to kindly submit fresh application, if interested, and such applicants need not deposit the prescribed processing fee.

GENERAL INFORMATION

- Only short listed candidates will be called for Test / Interview.
- The prescribed application form can be downloaded from University of Sargodha website: www.su.edu.pk.
- Candidates are required to fill the application form in MS Word and submit application along with complete C.V and attested copies of testimonials in hard form.
- Two most recent passport size photographs should be affixed on application form.
- Foreign degree holders must provide equivalence certificate issued by the HEC.
- Applications must be accompanied with original bank deposit slip/University Challan Form of Rs. 1000/-, as processing fee (non-refundable) to be deposited under Head of Account "Collection" in HBL A/C No. 00427991777803, University of Sargodha.
- Candidates already in service of a Government/Semi-Government Department or an Autonomous Body must apply through proper channel by closing date; otherwise their applications shall not be entertained.
- Applications received after the closing date will not be entertained; even posted before the closing date.
- Incomplete applications shall not be entertained.
- In case any information provided by the candidate in his/her application form is found to be incorrect or false at any stage, he/she will be disqualified and action will be taken under the Rules.
- Closing date for submission of applications is **15.02.2023**.
- The University reserves the right not to fill/withdraw/withhold the appointment against above said post without assigning any reason.

ADDITIONAL REGISTRAR (GENERAL)
UNIVERSITY OF SARGODHA, SARGODHA
Ph. # 048-9230802, University website www.su.edu.pk