



UNIVERSITY OF SARGODHA, SARGODHA

Advertisement No. 07/2024

SITUATION VACANT (PROJECT POST)

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

BUSINESS INCUBATION CENTRE

Sr. #	Post	Basic Pay Scale	No. / Nature of Post	Eligibility Criteria
1.	HR, Admin & Finance Executive	Lump Sum/ Negotiable	01-Contract Basis	Qualification: Minimum 16 Years of Education with a Degree in Business Management/Economics/Commerce or Finance Experience: 01 Year Experience in a well reputed organization will be preferred. Age: 30 Years Maximum Responsibilities: <ul style="list-style-type: none">• Maintenance of BIC Financial Records/Book Keeping.• Compliance of reporting requirements of HEC.• Coordination of all BIC purchases and procurements.• Maintenance of BIC Assets.• Office Management.• Any other assigned duties.

GENERAL INFORMATION

1. Only short listed candidates will be called for Test / Interview.
2. The prescribed application form (BS 16 & Above) can be downloaded from University of Sargodha website: www.su.edu.pk.
3. Candidates are required to fill the application form and submit application along with complete C.V and attested copies of testimonials in hard form.
4. Two most recent passport size photographs should be affixed on each application form.
5. Foreign degree holders must provide equivalence certificate issued by the HEC.
6. Applications must be accompanied with original bank deposit slip/University Challan Form of Rs. 1500/-, as processing fee (non-refundable) to be deposited under Head of Account "Collection" in HBL A/C No. 00427991777803, University of Sargodha. No other mode of payment i.e Demand Draft, Postal Order etc will be accepted.
7. 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.
8. Applications received after the closing date may not be entertained.
9. Incomplete applications shall not be entertained.
10. 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.
11. Closing date for submission of applications is **20.11.2024**.
12. The University reserves the right not to fill/withdraw any post/withhold the appointment against any advertised post without assigning any reason.

Note:

The above mentioned post is project post for Business Incubation Centre (BIC) and is purely on contract basis for an initial period of one year extendable for further one year on six monthly basis or till the completion of project whichever is earlier.

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