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|  | **UNIVERSITY OF SARGODHA****ON-CAMPUS INTERNSHIP PROGRAM (OCIP)** |
| **Call For Interns** |
| Applications for the “On-Campus Internship Program Badge VII” are invited from University of Sargodha’s enrolled students (students who are enrolled in University of Sargodha as a regular student) & Graduates (students who have completed degree from University of Sargodha as a regular student). |
| **Career Development Center** |

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| **Office**  | **Number of Positions & Status** | **Department / Degree Program** | **General Eligibility Criteria** | **Specific Skills** |
| Registrar Office * Affiliation
* Registration
* Admin
* E1&E2
* ACAD
* HR
 | * 08 Male/Female
* Full Time
 | General applications required from all departments | Graduates from University of Sargodha (up to three years after graduation)Minimum 2.50 CGPA  | Fully conversant with computer skills |
| Purchase Office | * 02 Male
* 01 Full Time & 01 Part Time
 | General applications required from all departments | **For Full Time:**Graduates from University of Sargodha (up to three years after graduation)Minimum 2.50 CGPA**For Part Time:**University of Sargodha Enrolled students with CGPA 2.50)For BS/equivalent Students: at least 60 credit hours 0r 04 completed semesters. | Fully conversant with computer skills |
| Office of the Resident Officer | * 02 Male & 02 Female
* Full Time/ Part Time
 | General applications required from all departments | **For Full Time:**Graduates from University of Sargodha (up to three years after graduation)Minimum 2.50 CGPA**For Part Time:**University of Sargodha Enrolled students with CGPA 2.50)For BS/equivalent Students: at least 60 credit hours 0r 04 completed semesters | Fully conversant with computer skills |
| Office of the Planning & Development  | * 01 Male/Female
* Full Time/ Part Time
 | General applications required from all departments | **For Full Time:**Graduates from University of Sargodha (up to three years after graduation)Minimum 2.50 CGPA**For Part Time:**University of Sargodha Enrolled students with CGPA 2.50)For BS/equivalent Students: at least 60 credit hours 0r 04 completed semesters | Fully conversant with computer skills |
| Office of the Director Academics | * 01 Male & 01 Female
* Full Time
 | Computer Science/ English  | Graduates from University of Sargodha (up to three years after graduation)Minimum 2.50 CGPA | Computer Skills & Language Skills |
| Financial Aid Office (Office of the Director Academics) | * 02 Preferably Male
* Full Time/ Part Time
 | General applications required from all departments | **For Full Time:**Graduates from University of Sargodha (up to three years after graduation)Minimum 2.50 CGPA**For Part Time:**University of Sargodha Enrolled students with CGPA 2.50)For BS/equivalent Students: at least 60 credit hours 0r 04 completed semesters | Expert in MS Office along with good typing speed and presentation skills |
| Quality Enhancement Cell  | * 01 Male/Female
* Full Time/ Part Time
 | General applications required from all departments | **For Full Time:**Graduates from University of Sargodha (up to three years after graduation)Minimum 2.50 CGPA**For Part Time:**University of Sargodha Enrolled students with CGPA 2.50)For BS/equivalent Students: at least 60 credit hours 0r 04 completed semesters | Fully conversant with computer skills |
| Office of Research, Innovation & Commercialization (ORIC) | * 04 Male/Female
* Full Time/ Part time
 | General applications required from all departments | **For Full Time:**Graduates from University of Sargodha (up to three years after graduation)Minimum 2.50 CGPA**For Part Time:**University of Sargodha Enrolled students with CGPA 2.50)For BS/equivalent Students: at least 60 credit hours 0r 04 completed semesters | Fully conversant with computer skills |
| Facilitation Center  | * 01 Male & 03 Female
* Full Time
 | General applications required from all departments (graduate of CS & IT will be preferred) | **For Full Time:**Graduates from University of Sargodha (up to three years after graduation)Minimum 2.50 CGPA | Fully conversant with computer skills |
| Data Center | * 03 Male/Female
* Full Time/ Part time
 | Graduate of CS&IT or equivalent  | **For Full Time:**Graduates from University of Sargodha (up to three years after graduation)Minimum 2.50 CGPA**For Part Time:**University of Sargodha Enrolled students with CGPA 2.50)For BS/equivalent Students: at least 60 credit hours 0r 04 completed semesters | Preferably having knowledge or hands-on with: installation of computer operating systems/software’s/device or computer networking (wired/wireless) |
| Public Relations Office Content Writer (English)- 01Content Writer(Urdu) -01Assistant Photographer -01Graphic Designer -01  | * 04 Male/Female
* Full Time
 | General applications required from all departments. **For Content Writer English**Graduates from Communication & Media Studies, English, Political Science, Social Work, Sociology & Criminology will be preferred.**For Content Writer Urdu**Graduates from Communication & Media Studies and Urdu & Oriental Languages will be preferred | **For Full Time:**Graduates from University of Sargodha (up to three years after graduation)Minimum 2.50 CGPA | **For Content Writer English**English communication skills, news writing & editing, feature writing, drafting & reporting, Urdu & English translation.**For Content Writer Urdu**Communication Skills, Urdu news writing, understanding of English, English to Urdu translation, reporting.**For Assistant Photographer**Photography and photo editing skills like DSLR operating, coral draw/any other photo editing software.**For Graphic Designer**Designing of newsletter, poster, brochure, skills of adobe Photoshop/adobe illustrator/coral draw. |
| Media Development CenterVideographer-01Photographer-01Video Editor-01Animator-01 | * 04 Male/Female
* Full Time/Part Time

(Video Editor, Full Time) | General applications required from all departments | **For Full Time:**Graduates from University of Sargodha (up to three years after graduation)Minimum 2.50 CGPA**For Part Time:**University of Sargodha Enrolled students with CGPA 2.50)For BS/equivalent Students: at least 60 credit hours 0r 04 completed semesters | **For Videographer**Handle the video camera, having aesthetic of taking shots.**For Photographer**Handle all photo cameras and having skills of capturing the event, having sound knowledge of adobe Photoshop & coral draw**For Video Editor**Photography and photo editing skills like DSLR operating, coral draw/any other photo editing software.**For Animator** The candidate can develop the animations; preference will be given to those who have skills in Maya or other animation software.  |
| Media Information Center  | * 01 Male/Female
* Full Time
 | General applications required from all departments | **For Full Time:**Graduates from University of Sargodha (up to three years after graduation)Minimum 2.50 CGPA | English Communication & Office management skills |
| Career Development Center (CDC) | * 02 Male/Female
* Full Time/Part Time
 | General applications required from all departments | **For Full Time:**Graduates from University of Sargodha (up to three years after graduation)Minimum 2.50 CGPA**For Part Time:**University of Sargodha Enrolled students with CGPA 2.50)For BS/equivalent Students: at least 60 credit hours 0r 04 completed semesters | Computer skills & English Writing Skills. Preference will be given to those who have skills of graphic designing and office management |
| Placement Office (CDC) | * 01 Male/ Female
* Full Time/ Part Time
 | General applications required from all departments | Graduates from University of Sargodha (up to three years after graduation)Minimum 2.50 CGPA | Communication skills and video /audio/photography editing skills |
| Office of the Hall Council  | * 06 Males & 04 Females
* Full Time
 | General applications required from all departments. Preference will be given to the graduates of CS&IT and English department | Graduates from University of Sargodha (up to three years after graduation)Minimum 2.50 CGPA | Computer skills & Communication Skills.  |
|  Wazir Agha Library  | * 02 Males & 02 Females
* Full Time
 | MLIS/BS in library Science | Graduates from University of Sargodha (up to three years after graduation)Minimum 2.50 CGPA | Cataloguing and classification of library resources, Skills of managing IT facilities and all task relevant to the library  |
| Alumni Office  | * 01 Full Time
 | General application required from all departments. | Graduates from University of Sargodha (up to three years after graduation)Minimum 2.50 CGPA | Communication skills and video /audio/photography editing skills |
| Counselling Center | * 04 Male /Female

01 Male & 01 Female, Full Time01 Male & 01 Female, Part Time | Applicants from Psychology Department, University of Sargodha are Eligible | For **Full Time** Graduates from University of Sargodha (up to three years + ADCP/ have practical work with diploma or certificates in psychological assessments/test). Minimum CGPA 2.5**Part time** MPhil Clinical or ADCP enrolled graduates from University of Sargodha Minimum CGPA 2.5 | Preference will be given to those who will have internship / placement experience in hospitals or mental health units and possess strong skills in counseling services. |
| Lincoln Corner | * 02 Male /Female
* Full Time/ Part Time
 | General application required from all departments. | **For Full Time:**Graduates from University of Sargodha (up to three years after graduation)Minimum 2.50 CGPA**For Part Time:**University of Sargodha Enrolled students with CGPA 2.50)For BS/equivalent Students: at least 60 credit hours 0r 04 completed semesters | English Communication & Office management skills |

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| **GENERAL INFORMATION** |
| * The committee reserves the rights to increase or decrease the number of slots for interns.
* Candidates must apply Online. The prescribed application form can be accessed from the link <https://bit.ly/7CDCOCIP>
* Last date for submission of online application is **30-05-2022**
* Services of interns after selection can be terminated on 07 days quit notice on the basis of monthly evaluation.
* Placement of interns can be changed at the time of appointment or during the internship period by the Competent Authority.
* All interns have to follow the rules & regulations of University of Sargodha.
* Interns who have already availed the opportunity of internship of one year at University of Sargodha are not eligible.
* Intimation for test/interview will be made only through email provided by applicants in application form.

**Career Development Center, University of Sargodha****cdc@uos.edu.pk** **Phone 048-9230811-815 ext- 105 Direct # 048-9230392** **University website** [**www.uos.edu.pk**](http://www.uos.edu.pk) |