



UNIVERSITY OF SARGODHA,SARGODHA

HIRING OF SERVICES (PER LECTURE/HOUR BASIS)

Applications for the following posts (per Lecture/Hour basis) are invited from Pakistani Nationals on the prescribed form, which can be downloaded from University website: www.su.edu.pk:

E-ROZGAAR TRAINING CENTER

Sr. #	Name of Post	No./Nature of Post	Eligibility Criteria
1.	Trainer (Graphic Design/UI UX)	02-Per Lecture/Hour Basis	<p>Qualification: Minimum 16 Years of Education with a Degree in Computer Sciences/ Management/ Social Sciences / Electrical and Telecommunication/ General Sciences / Commerce / Finance / or related from HEC recognized University, foreign or local institute.</p> <p>Experience: Minimum 2 year of professional freelancing work experience with a well-reputed profile on freelancing portals or a proven experience in case of direct clients. Teaching/Training experience will be preferred.</p> <p>Age: 45 years Maximum</p> <p>Main Responsibilities:</p> <ul style="list-style-type: none">• Conduct daily classes as per the schedule for respective domains• Teaching students freelancing and proposal writing skills• Creating profiles of all students on freelancing portals• Teaching different tools as per student domains• Conducting class activities as per designed course• Taking quizzes and assignments• Submitting a final report containing success stories of students of each batch to the concerned line manager• Conduct awareness sessions when applications are open for centers• Preparing course outlines and update course curriculum as per need• Participation in events to generate new applications. <p>Key Performance Indicators (KPIs):</p> <ul style="list-style-type: none">• Students freelancing profiles on freelancing portals, number of Students Earning and Total Earning of every batch• Maintaining class retention by engaging students with course content and knowledge• Providing guidance to trainees on freelancing portals and helping/supporting them how to manage profile.• Taking makeup classes as per the requirement• Conducting awareness sessions when applications are open for centers• Efficient in online and physical modules if required• Submit student earning details, profiles on freelancing portals and reports at the end of every batch.
2.	Trainer (E-Commerce Shopify/Amazon)	02-Per Lecture/Hour Basis	
3.	Trainer (Content Marketing, SEO & Advertising)	01-Per Lecture/Hour Basis	
4.	Trainer (Social Media Marketing)	02-Per Lecture/Hour Basis	
5.	Trainer (VA & Office Automation)	02-Per Lecture/Hour Basis	
6.	Trainer (Video Editing & Animations/Content Creation)	01-Per Lecture/Hour Basis	
7.	Trainer (Digital Content Creation YouTube Automation)	01-Per Lecture/Hour Basis	
8.	Trainer (Word Press/Web Development)	02-Per Lecture/Hour Basis	
9.	Trainer (Artificial Intelligence (AI))	01-Per Lecture/Hour Basis	
10.	Trainer (Cyber Security/Python)	01-Per Lecture/Hour Basis	

GENERAL INFORMATION

1. Only short listed candidates will be called for Test / Interview.
2. The prescribed application form (BS-17 & Above) can be downloaded from University of Sargodha website i.e. www.su.edu.pk.
3. Candidates are required to submit application along with complete C.V and attested copies of testimonials.
4. Two most recent passport size photographs should be affixed on application form.
5. Applications must be accompanied with original bank deposit slip/University Challan Form of Rs. 1,500/-, as processing fee (non-refundable) to be deposited under Head of Account “Collection” in HBL A/C No. 00427991777803, University of Sargodha.
6. Applications received after the closing date will not be entertained; even posted before the closing date.
7. Incomplete applications shall not be entertained.
8. 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.
9. The payment shall be made on per hour basis at the rates approved by the University, as per rules.
10. The University reserves the right to increase or decrease the post(s) according to the need of the departments and reserves the rights not to fill/withdraw/withhold the appointment against said post without assigning any reason.
11. The above posts are purely on per Lecture/Hour basis, for a period of one year extendable for further as per decision of hiring Authority.
12. This hiring would be for one year and may be continued subject to satisfactory performance and requirement of office. However, same may be discontinued at any time on the recommendations of concerned Head.
13. Hiring will be made strictly in accordance with the University of Sargodha SOPs, Rules and Regulations.
14. Closing date for submission of applications in the office of Dean, Faculty of Computing & IT is **02.06.2025**.

DEAN FACULTY OF COMPUTING & IT
UNIVERSITY OF SARGODHA, SARGODHA

Ph. # 048-9230830, E-mail: dean.computing-it@uos.edu.pk, erozgaar@uos.edu.pk