



UNIVERSITY OF RASUL MANDI BAHAUDDIN

JOB OPPORTUNITIES

Applications are invited from qualified individuals (Domiciled in the Punjab) who are dynamic and competent professionals in the relevant field for the University of Rasul Mandi Bahauddin against the following posts

(Advertisement No. 02/2025)

Statutory Positions		
Name of the Post	No. of Post/s	Qualification / Experience
Registrar (BS-20) Age Limit: 40-50 Years (Age Relaxation shall be admissible as per Policy of the Government) Mode of appointment: Contract		<p>(i) PhD in any discipline from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Eight years post qualification teaching or administrative or Professional experience in a public or private institute or university recognized by the Higher Education Commission or public sector organization.</p> <p>OR</p> <p>(i) MS or M. Phil. (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Ten years post qualification teaching or administrative or Professional experience in a public or private institute or university recognized by the Higher Education Commission or public sector organization.</p> <p>OR</p> <p>(i) Master's degree or BS (second division) in any discipline from an Institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Twelve years post qualification teaching or administrative or Professional experience in a public or private institute or university recognized by the Higher Education Commission or public sector organization.</p>
Controller of Examinations (BS-20) Age Limit: 40-50 Years (Age Relaxation shall be admissible as per Policy of the Government) Mode of appointment: Contract		<p>(i) PhD in any discipline from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Eight years post qualification teaching or administrative or Professional experience in a public or private institute or university recognized by the Higher Education Commission or public sector organization.</p> <p>OR</p> <p>(i) MS or M.Phil. (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Ten years post qualification teaching or administrative or Professional experience in a public or private institute or university recognized by the Higher Education Commission or public sector organization.</p> <p>OR</p> <p>(i) Master's or BS (second division) in any discipline from an Institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Twelve years post qualification teaching or administrative or Professional experience in a public or private institute or university recognized by the Higher Education Commission or public sector organization.</p>
Treasurer (BS-20) Age Limit: 40-50 Years (Age Relaxation shall be admissible as per Policy of the Government) Mode of appointment: Contract		<p>(i) PhD in Finance or Commerce or Accounting or Auditing or Economics from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Eight years post qualification teaching or administrative or Professional experience in a public or private institute or university recognized by the Higher Education Commission or public sector organization.</p> <p>OR</p> <p>(i) MS or M.Phil. (second division) in Finance or Commerce or Accounting or Auditing or Economics or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Ten years post qualification teaching or administrative or Professional experience in a public or private institute or university recognized by the Higher Education Commission or public sector organization.</p>

		<p style="text-align: center;">OR</p> <p>(i) MBA in Finance or M. Com or ACCA or ACMA or M.Sc. in Economics (second division) or equivalent qualification from an Institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Twelve years post qualification teaching or administrative or professional experience in a public or private institute or university recognized by the Higher Education Commission or public sector organization.</p>
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Terms & Conditions:

1. Applications should reach to the Office of the Registrar, University of Rasul by **13th October 2025** after **depositing the processing fee Rs. 2000/-** for the prescribed post.
2. Job Application form along with advertisement can be downloaded from UOR's website www.putrasul.edu.pk. Application form uploaded on UOR's website shall only be accepted.
3. Applicants for each post are required **to submit two (02) copies of complete dossier (duly signed)** which must contain job application form, attested copies of the Degrees & Both Sides of the Result Cards/Transcripts/Detail Marks Certificates (DMC) (Only verified Degrees/Transcripts from HEC / Boards, etc.), Experience Certificates/s, **"Employment Verification Proforma/s"** (duly verified by the respective Employer/s (where experience needed), NOC (If needed), Domicile and CNIC with application form complete in all respect through Postal Courier Services.
4. All Government Employees who intend to apply for any post through the proper channel shall clarify through the Heads of their attached Departments that there are no pending inquiry(s), no outstanding dues against them and no adverse remarks in any of their Annual Confidential Reports. These conditions are necessary for the grant of Departmental Permission Certificate/No Objection Certificate (N.O.C).
5. Applicants are advised to carefully read all terms and conditions of the advertisement before applying against the desired position and to ensure it is complete in all respects.
6. Applicants applying for more than one post must submit a **separate application** for each position.
7. Incomplete or incorrect applications and any false or concealed information will lead to disqualification.
8. Applicants working on Regular / Acting Charge / Officiating / Ad-hoc / Current Charge and Contract basis in Government, Semi-Government, and Autonomous Bodies (including University of Rasul's Employees) must apply through proper channel and attach NOC (issued by Appointing Authority only) and Experience Certificate/s issued from their present and former Appointing Authority/Head of Institution/Organization, otherwise their application shall be considered incomplete and liable to be rejected.
9. All kinds of claimed experience of the applicants shall only be considered if the applicant produces/attaches documentary evidence duly verified/attested and signed, stamped by the respective Appointment Authority only, as per the **"Employment Verification Proforma (EVP)"**, **uploaded on the University of Rasul's website along with the subject advertisement.**
10. Experience in Private Entities shall only be accepted if such entity is registered with SECP, Registrar of Firms or any other Regulatory Authority.
11. The experience gained as on Daily basis, Part time, Visiting, Honorary and Apprentice shall not be considered/counted.
12. Applications of the candidate(s) whose result is not officially announced by the Controller of Examinations of a Board/University on or before the closing date shall not be considered.
13. The applicant(s) having foreign degree must attach HEC/IBCC equivalence certificate (Issued & Attested by the HEC/IBCC) with the Application Form.
14. Applicants who have domestic/foreign degrees/diplomas/certificates and claim equivalence of their qualification with the prescribed educational qualification/s in the relevant field of the post advertised must attach a certificate/proof of such equivalence of degree/diploma/certificate issued by the competent authority, e.g., Higher Education Commission / PEC / Inter Boards Chairman Committee, etc. In case they fail to submit, their candidature shall be cancelled.
15. Shortlisting of the applicants shall be made in accordance with the procedure laid down by the University. The University shall inform only the candidates called for the interview shortlisted by the Search Committee.
16. Please clearly write the name of the post applied for on the top right side of the envelope.
17. The University is not responsible for delays in receiving job application forms from the applicants, call letters for interviews etc. due to courier's lapses.
18. The University reserves the right not to fill any post / withhold the appointment against any advertised post without assigning any reason.
19. Eligibility in all respect shall be reckoned up to closing date i.e. **13-10-2025**.
20. In case of any difficulty, candidates may contact the phone number: **(0546) 553216, Cell & WhatsApp 0370-1834827** or by e-mail on hr@putrasul.edu.pk. The candidates are advised to apply at the earliest without waiting for the closing date.

21. The fee should be deposited on the prescribed challan available on website in **National Bank of Pakistan Account No. PK27NBPA0469003174230619**. The original receipt must be provided along with a hard copy of each application form.
22. Incomplete/unsigned applications received after the due date will not be entertained.
23. **Important Notice for Previous Applicants:**
Candidates who previously applied for the positions (Treasurer & Controller of Examinations) advertised under IPL No. 635, published in Daily Jang and Daily Dawn on 18-02-2025, are not required to **submit a fresh application unless if they want to. In case of fresh application, existing fee already deposited with the earlier application will be considered.**

REGISTRAR

UNIVERSITY OF RASUL

13-km Sarai-e-Alamgir Road, Rasul, Mandi Bahauddin.

<https://www.putrasul.edu.pk>, Tel: +92 546 553216