



UNIVERSITY OF RASUL
MANDI BHAUDDIN
(NON-TEACHING POSITIONS)

The University of Rasul, a distinguished center of academic excellence and innovation, and a Public Sector University established under the University of Rasul, Mandi Baha Uddin Act 2018, invites applications from committed and visionary Pakistani nationals holding Punjab domicile. The University seeks individuals who demonstrate integrity, professionalism, and a strong sense of responsibility to contribute meaningfully to its academic and administrative advancement.

Sr. No.	Name of Post	BS	No. of Post/s	Minimum Qualification / Experience	Age Limit (Relaxable) Under Rules		Mode of Appointment
					Min.	Max.	
1.	Director (Information Technology Services)	20	01	<p>(i) Ph. D . in Computer Science or Information Technology or Telecommunication System or qualification from an institute or a university recognized by the Higher Education Commission ; and</p> <p>(ii) eight years post qualification relevant experience.</p> <p style="text-align: center;">OR</p> <p>(i) MS or M.Phil. (second division) in Computer Sciences or Information Technology or Telecommunication System or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) ten years' post qualification relevant experience.</p> <p style="text-align: center;">OR</p> <p>(i) Master's degree or BS (Hons)(second division) in Computer Sciences or Information Technology or Telecommunication System or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>(iii) twelve years' post qualification relevant experience.</p>	40	50	Regular
2.	Manager (Intellectual Property/ Legal Services)	18	01	<p>(i) LLM (second division) or equivalent qualification from an institute or university recognized by the Higher Education Commission; and</p> <p>(ii) three years post qualification</p>	25	45	Regular

				relevant experience. OR (i) LLB (second division) or equivalent qualification from an Institute or university recognized by the Higher Education Commission; and (ii) five years post qualification relevant experience.			
3.	Deputy Director (Academics)	18	01	(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 (ii) three years post qualification teaching and administrative experience in a public or private institute or university recognized by the Higher Education Commission. OR (i) Master Degree or BS (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) five years post qualification teaching and administrative experience in a public or private institute or university recognized by the Higher Education Commission.	25	45	Regular
4.	Deputy Director (Quality Enhancement Cell)	18	01	(i) MS or M. Phil. (second division) in Management Sciences or Social Sciences or sciences or equivalent qualification from an Institute or university recognized by the Higher Education Commission; and (ii) three years post qualification administrative experience in public or private institute or university recognized by the Higher Education Commission or Public Sector Organization. OR (i) Master Degree or BS (Hons) (second division) in Social Sciences or Management sciences or sciences or equivalent qualification from an Institute or university recognized by the Higher Education Commission; and (ii) five years post qualification relevant experience in public or private institute or	25	45	Regular

				university recognized by the Higher Education Commission or Public Sector Organization.			
5.	Deputy Director (Office of Research, Innovation & Commercialization) (ORIC)	18	01	<p>(i) MS or M. Phil. in any discipline or equivalent qualification from an Institute or university recognized by the Higher Education Commission; and</p> <p>(ii) three years' post qualification teaching or administrative experience in a Public or Private Institute recognized by the Higher Education Commission or Public sector organization.</p> <p>OR</p> <p>(i) Master Degree or BS (Hons) (second division) in Social sciences or equivalent qualification from an Institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) five years post qualification teaching or administrative experience in a Public or Private Institute or university recognized by the Higher Education Commission or Public sector organization.</p>	25	45	Regular
6.	Deputy Director (Purchase & Store)	18	01	<p>(i) MS or M. Phil. (second division) in Management Sciences or equivalent qualification from an Institute or university recognized by the Higher Education Commission; and</p> <p>(ii) three years post qualification administrative relevant experience in public sector organization.</p> <p>OR</p> <p>(i) MBA or M.Com. or ACCA or ACMA or M.Sc. second division in (Economics) or equivalent qualification from an Institute or university recognized by the Higher Education Commission; and</p> <p>(ii) five years post qualification administrative relevant experience in public sector organization.</p>	25	45	Regular
7.	Deputy Director (Information Technology Services)	18	01	<p>(i) MS or M.Phil. (second division) in Computer Sciences or Information Technology or Telecommunication System or equivalent qualification from an institute or university recognized by the Higher</p>	25	45	Regular

				<p>Education Commission; and (ii) three years post qualification relevant experience.</p> <p>OR</p> <p>(i) Master Degree or BS (Hons.) (second division) in Computer Sciences or Information Technology or Telecommunication System or equivalent qualification from an institute or university recognized by the Higher Education Commission; and (ii) five years post qualification relevant experience</p>			
8.	Assistant Registrar	17	02	MBA or M.Com. or MCS or ACMA or ACCA (second division) or Master's degree or BS (Hons.) (second division) or equivalent qualification from an institute or university recognized by the Higher Education Commission.	21	35	Regular
9.	Deputy Controller of Examinations	18	01	<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 (ii) three years post qualification teaching or administrative experience in Public or Private Institute or a university recognized by the Higher Education Commission or public sector organization.</p> <p>OR</p> <p>(i) Master Degree or BS (second division) or equivalent qualification from an institute or university recognized by the Higher Education Commission; and (ii) five years post qualification teaching or administrative experience in Public or Private Institute or a university recognized by the Higher Education Commission or public sector organization</p>	25	45	Regular
10.	Assistant Treasurer	17	02	MBA or M.Com. or ACMA or ACCA or M.Sc. (second division) in Economics or equivalent qualification from an institute or a university recognized by the Higher Education Commission.	21	35	Regular
11.	Assistant Director (Quality Enhancement Cell)	17	02	Master's degree or BS (second division) in social sciences or science or management science or equivalent qualification from an	21	35	Regular

				institute or a university recognized by the Higher Education Commission.			
12.	Data Analyst	17	01	(i) M.Sc. or B.Sc. (Hons.) (second division) in Statistics or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) two years post qualification relevant experience.	21	35	Regular
13.	Assistant Director (Research, Innovation & Commercialization) (ORIC)	17	01	Master's degree or BS (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission.	21	35	Regular
14.	Medical Officer	17	02 Male = 01 Female = 01	(i) MBBS (first Division) from an institute or university recognized by the Higher Education Commission. (ii) registered with Pakistan Medical and Dental Council ; and (iii) one year house job experience.	21	35	Regular
15.	Assistant Director Administration & Coordination	17	01	Master's degree or BS (Hons.) (second division) or equivalent qualification from an institute or university recognized by the Higher Education Commission.	21	35	Regular
16.	Assistant Director (Purchase & Store)	17	01	MBA or M.Com. or ACMA or ACCA or M.Sc. (second division) in Economics or equivalent qualification from an institute or a university recognized by the Higher Education Commission.	21	35	Regular
17.	Transport Officer	17	01	(i) Master's degree or BS (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) two years post qualification relevant experience	21	35	Regular
18.	Financial Aid & Scholarship Officer	17	01	(i) Master's degree or BS (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission. (ii) two years post qualification relevant experience.	21	35	Regular
19.	Assistant Director (Information Technology Services)	17	01	Master Degree or BS (Hons) (second division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an	21	35	Regular

				institute or a university recognized by the Higher Education Commission.			
20.	Assistant Director (Sports)	17	01	Master's degree or BS (second division) in Physical Education or sports science or equivalent qualification from an institute or a university recognized by the Higher Education Commission	21	35	Regular
21.	Security Officer	16	01	<p>(i) Ex-service man not below the rank of Subedar Major or equivalent rank from forces;</p> <p>(ii) not retired on medical or disciplinary grounds; and</p> <p>(iii) two years or not passed after retirement</p> <p>OR</p> <p>(i) Subedar or equivalent rank from forces; or</p> <p>(ii) Not retired on medical or disciplinary grounds; and</p> <p>(iii) Two years experience as Assistant Security Officer.</p>	30	45	Regular
22.	Assistant Security Officer	14	01	<p>(i) Ex-service man not below the rank of Naib Subedar or equivalent rank from Forces;</p> <p>(ii) not retired on medical or disciplinary ground; and</p> <p>(iii) two years are not passed after retirement.</p>	21	35	Regular
23.	Library Assistant	14	02	<p>(i) Bachelors' degree (second division) with Library Science or equivalent Qualification from an institute or a university recognized by the Higher Education Commission, and</p> <p>(ii) three years post qualification relevant experience.</p> <p>OR</p> <p>(i) Higher Secondary School Certificate (second division) from a recognized board;</p> <p>(ii) Certificate in library Science;</p> <p>(iii) five years post qualification relevant experience; and</p> <p>(iv) knowledge of computer</p>	18	30	Regular
24.	Personal Assistant	16	02	<p>(i) BS (second division) in English or Management Sciences or Computer Science or Sociology or Public administration or equivalent qualification from an institute or a university recognized by Higher Education Commission, and</p> <p>(ii) five years post qualification relevant experience.</p>	21	35	Contract
25.	Assistant	16	04	(i) Masters' degree or BS (second division) in any discipline or	21	35	Contract

				equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) five years post qualification experience of Microsoft Office.			
26.	Assistant (Accounts)	16	01	(i) Masters' degree or BS (second division) in Commerce or Management Sciences or Accounting & Finance or Economics or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) five years post qualification experience of handling Accounts or Audit matters.	21	35	Contract
27.	Supervisor (Horticulture & Landscaping)	14	01	Bachelor's degree (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission.	21	30	Contract
28.	Sanitary Supervisor	14	01	Diploma in Public Health or Sanitation from a recognized institute.	18	30	Contract
29.	Sub Engineer (Electrical)	14	01	DAE (three years) in Electrical Engineering from a recognized Institute.	18	30	Contract
30.	Hostel Warden (M/F)	14	01+01=0 2	(i) Master's degree or BS (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) three years post qualification relevant experience. OR (i) Bachelors' degree (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) five years post qualification relevant experience.	21	35	Contract
31.	Imam	12	01	Sanad Daras-i-Nazami or Sanad Fazil-i-Arabi with proficiency in qirat.	21	40	Contract
32.	Junior Clerk	11	10	(i) Higher Secondary School Certificate (second division) from a recognized Board; (ii) twenty-five words per minute typing speed on computer in English; and (iii) proficient in M.S. Office or any other compatible office application.	18	30	Contract
33.	Store Keeper	11	01	(i) Higher Secondary School Certificate (second division)	18	30	Contract

				from a recognized Board; and (ii) twenty-five words per minute typing speed in English on computer.			
34.	Dispenser	09	01	(i) Higher Secondary School Certificate (second division) from a recognized Board; and (ii) diploma in relevant field from recognized Institute.	18	30	Contract
35.	Maid	05	01	Secondary School Certificate (second division) or equivalent qualification from a recognized Board.	18	30	Contract
36.	Cook	05	01	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) two years post qualification relevant experience.	18	30	Contract
37.	Electrician	05	01	(i) Secondary School Certificate or equivalent qualification from a recognized Board; and (ii) diploma in the relevant field from TEVTA or any other recognized Institute.	18	30	Contract
38.	Coach	05	01	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) five years post qualification coaching experience at Board level.	18	30	Contract
39.	Plumber	04	02	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) diploma in the relevant field from a recognized Institute.	18	30	Contract
40.	Carpenter	04	01	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) diploma in the relevant field from a recognized Institute.	18	30	Contract
41.	Bus Driver	04	05	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) valid heavy transport vehicle license and public service vehicle driving license; and (iii) five years post qualification driving experience.	30	45	Contract
42.	Driver (LTV)	04	05	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) valid light transport vehicle license and public service vehicle (PSV) driving license;	21	35	Contract

				and (iii) five years post qualification driving experience.			
43.	Tractor Driver	04	01	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) valid commercial tractor trolley driving license; and (iii) five years post qualification driving experience.	30	45	Contract
44.	Naib Qasid	01	15	Secondary School Certificate (second division) or equivalent qualification from a recognized Board.	18	25	Contract
45.	Mali	01	10	Literate	18	25	Contract
46.	Helper (Cook)	01	01	Literate	18	25	Contract
47.	Bus Conductor	01	04	Literate	18	25	Contract

Terms & Conditions:

- Applications should reach the Registrar Office through courier only, University of Rasul, 13-Km Mandi-Sarai Alamgir Road, Rasul, District, Mandi Baha Uddin by **25-01-2026**.
- Job Application forms along with the advertisement and Employment Verification Proforma (EVP) can be downloaded from UOR's website <https://putrasul.edu.pk/>. **Application Forms uploaded on UOR's website shall only be accepted.**
- The applicants must submit Two (02) sets and each set must contain UOR 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. shall be entertained**), Experience Certificates (if any), NOC (If applicable), Domicile, CNIC and recent Passport size photographs with each application form complete in all respect. In case, less number of sets received from the applicant, his/her application shall be considered incomplete and liable to be rejected.
- Applicants working on **Regular / Acting Charge / Officiating / Ad-hoc / Current Charge and Contract basis in Government, Semi-Government, and Autonomous Bodies (including UOR's Employees)** must apply through proper channel and shall attach NOC (**issued by Appointing Authority only**) by due date, otherwise their application shall be considered incomplete and liable to be rejected.
- All kind of claimed experience (**where experience needed**) of the applicants shall only be considered, if candidate produced/attached documentary evidence duly verified/attested and signed stamped by the respective Appointment Authority only, as per given "**Employment Verification Proforma**", appended to Job Application Form.
- Experience in Private Entities shall only be accepted if such entity is registered with SECP, Registrar of Firms or any other Regularity Authority.
- The experience gained as on Daily basis, Part-time, Honorary and Apprenticeship Shall not be considered/counted.
- The applicant(s) having foreign degree must attach **HEC/IBCC equivalence certificate (Issued & Attested by the HEC/IBCC)** with the Application Form.
- The applicants who have domestic/foreign degrees/diploma/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/ Pakistan Medical Council (PMC/PMDC)/PEC/ Inter Boards Chairman Committee (IBCC) etc. on or before the closing date. In case they fail to submit, their candidature shall be cancelled.
- 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.

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11. The university shall shortlist the applicants according to the procedure laid down. The University shall inform only the candidates called for test (if conducted), interview, and recommendation by the Selection Board / Committee through offer/appointment letters upon approval of the Appointing Authority.
12. Please clearly write the name of the post applied for on the top right side of the envelope.
13. The University is not responsible for delays in receiving job application forms from the applicants, call letters for interviews and offer/appointment letters etc. due to courier's lapses.
14. Incomplete applications (in any case) are liable to be rejected.
15. No. TA/DA shall be admissible.
16. Quota against minorities, disabled and women shall be observed as per Govt. rules, subject to maturity and availability of the post.
17. The University reserves the right not to fill any post / withhold the appointment against any advertised post without assigning any reason.
18. The contract appointments shall be for an initial term of one (01) year, extendable for up to three (03) years, subject to satisfactory performance and the availability of a budgeted post.
19. It is mandatory for applicants to deposit the fee (Non-refundable) to the tune of **Rs. 3000/- for BS 19 & BS-20, Rs. 2000/- (for BS-17 & 18), and Rs. 1000/- (for BS-01 to BS-16).**
20. The application fee may be deposited through any online banking application into National Bank of Pakistan Account No. PK27NBPA0469003174230619, or submitted via bank draft or demand draft. Proof of payment, such as a screenshot of the online receipt, a printed copy thereof, or the original bank slip must be attached to the application form.
21. The application forms without processing fee shall not be considered/entertained.


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