



# THE UNIVERSITY OF AGRICULTURE, DERA ISMAIL KHAN

## SITUATION VACANT

Applications are invited in the Project Management Unit under ADP Scheme titled "21/170641-PC-1 for up-gradation of Faculty of Agriculture Gomal University to University of Agriculture Dera Ismail Khan" for the following positions purely on contract basis for a period of one year (further extendable for one year on satisfactory performance or till completion of project whichever is earlier) on the prescribed application form available on the official website of the university (<https://www.uad.edu.pk>)

S.No	Name of the Post	No.of Posts	Domicile	Qualification/Experience
1.	<b>Procurement Officer (BPS-17)</b> Maximum Age: 45	1	Khyber Pakhtunkhwa	i. Master degree in Agri-business/ Business Administration/ supply chain Management with 10 years' experience of development sector /Administrative position in grade-17 and above in govt: or Semi govt: organization or Bachelor Degree in Agri-business /Business Administration /supply chain Management with at least 12 years' experience of development sector /Administrative position in grade-17 and above in Govt: or Semi Govt: Organization. ii. On deputation / additional Charge basis from Government sector, having similar experience.
2.	<b>Finance Officer (BPS-17)</b> Maximum Age: 45	1	Khyber Pakhtunkhwa	i. Master Degree or equivalent in Finance/ Accounts, or MBA with specialization in Finance/Account OR Public Administration with at least 3 years' relevant experience ii. On deputation / additional Charge basis from Government sector, having similar experience.
3.	<b>M &amp; E Specialist (Civil Engineer) (BPS-17)</b> Maximum Age: 45	1	Khyber Pakhtunkhwa	i. Master Degree in Civil Engineering with at least 3 years' relevant experience or B.S Civil Engineering with 5 years' relevant experience. ii. On deputation / additional Charge basis from Government sector, having similar experience.
4.	<b>HR/Admin Officer (BPS-17)</b> Maximum Age: 45	1	Khyber Pakhtunkhwa	i. Master Degree in Public Administration/MBA (HR) / Social Sciences with at least 5 years' experience in the Human Resource Management in Government, Semi Government or Development Organization. ii. On deputation / additional Charge basis from Government sector, having similar experience.
5.	<b>Computer Operator (BPS-16)</b> Maximum Age: 35	1	District Dera Ismail Khan	i. B.S /B. Sc. Computer Sciences/ IT or equivalent qualification ii. Experience in the relevant subject if any will be preferred.
6.	<b>Office Assistant (BPS-16)</b> Maximum Age: 35	1	District Dera Ismail Khan	i. B.A / B.Sc /B.Com/ or equivalent qualification from recognized institute / university. ii. Experience in the relevant subject if any will be preferred.
7.	<b>Sub Engineer Civil (BPS-11)</b> Maximum Age: 35	1	District Dera Ismail Khan	Three years Diploma in Civil Engineering with 3 years relevant experience.
8.	<b>Junior Clerk (BPS-11)</b> Maximum Age: 35	1	District Dera Ismail Khan	i. F.A / F.Sc. or equivalent qualification from recognized institute. ii. Typing speed 35 words per minutes iii. Experience in the relevant /computer knowledge will be preferred.

9.	<b>Driver (BPS-06) Maximum Age: 57</b>	1	District Dera Ismail Khan	Literate having valid Driving license.
10.	<b>Naib Qasid (BPS-03)</b>	1	District Dera Ismail Khan	Literate will be given preference.
11.	<b>Chowkidar (BPS-03) Maximum Age: 57</b>	1	District Dera Ismail Khan	Literate will be given preference
12.	<b>Sweeper (BPS-03) Maximum Age: 57</b>	1	District Dera Ismail Khan	Literate will be given preference.

#### **TERMS AND CONDITIONS**

1. The interested candidates may forward their applications on prescribed application form along with all relevant documents (Photocopies of academic Certificates / Degrees, DMCs, Domicile Certificate, Experience certificate, and CNIC) duly attested and should reach to undersigned within 20 days of the first advertisement/publication in news papers.
2. All these posts are project based and purely on contract basis and shall be filled as per project policy of Govt. of Khyber Pakhtunkhwa.
3. The application form can be downloaded from the official website of the University (<https://www.uad.edu.pk>).
4. Applications processing Fee (Non Refundable) of **Rs. 3000/- for S.No.1-4, Rs.2000/- for S.No.5-6, and Rs.1000/- for S.No.7-12** shall be deposited in any **Bank of Khyber Limited in Account No. 3003771977, Branch (0129)**.The original receipt must be attached with the application form.
5. Incomplete, without Original Bank receipt and applications received after due date will not be entertained.
6. Separate application forms shall be submitted for applying more than one post.
7. Government/Semi Government/Autonomous bodies employees must submit their application through proper channel. Applications received without NOC from the parent Department shall not be entertained.
8. Interview call letters will be issued to short listed candidates only. University will not be responsible for non-receipt or late receipt of call letters.
9. The competent authorities reserves the right to withhold or cancel the whole process of recruitment without assigning any reason.
10. Legal action will be taken if any of the submitted documents found fake/tempered at any stage.
11. No TA/DA will be admissible for test/interview.

Note: Errors & Omissions, if any, will be subject to rectification by the University.

### **Registrar**

**The University of Agriculture, Opposite Bahoo Floor Mill near Qureshi Mor, D.I.Khan  
(0966-851545)**