



# HAZARA UNIVERSITY MANSEHRA, PAKISTAN

## SITUATIONS VACANT

Adv. No. 02/2025

Applications on the prescribed form are invited from Pakistani Nationals for the following position on regular basis.

S.No.	Designation	No. of Post	Required Qualification & Experience
1.	Treasurer (BPS-20)	01	First division degree (16 years education) in Business Administration (with Specialization in Finance) or Commerce from HEC recognized University/ DAI's or Member PIPFA (FPA) with 18 years' experience in financial management / Accounts in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.

### Terms & Conditions

1. Applicants should apply through online job portal available on Hazara University, Mansehra website [www.hu.edu.pk](http://www.hu.edu.pk) by August 20, 2025. All forms and documents must be submitted online.
2. No column of the application form should be left blank.
3. **NO ADDITIONAL DOCUMENTS SHALL BE ACCEPTED AFTER DUE DATE EVEN DURING THE APPEAL TIME (if any). DOCUMENTS WHICH IS NOT CLAIMED BY DUE DATE WILL NOT BE ENTERTAINED.**
4. This is the responsibility of the candidates to make it sure that they have filled/uploaded all relevant information into the online system.
5. **All fresh appointments shall be made under the Contributory Provident (CP) Fund policy of the Government of Khyber Pakhtunkhwa. For pension eligibility, only candidates currently working in a Basic Pay Scale (BPS) position against a pensionable job and who were eligible for pension in their previous regular service shall be considered.**
6. Candidates are strictly advised to avoid uploading invalid documents. Documents with ambiguity (if entered) by candidates will not be accepted. In case of query candidates are advised to contact the undersigned through phone or email mentioned below.
7. Applicants serving in Govt./Semi Govt./Autonomous bodies should route their applications through proper channel with NOC/proper permission.
8. Distinction marks allocated for getting position in Bachelor to Master (16 years of education) and can only be granted after provision of authentic document issued by the controller of examinations.
9. The candidates having Foreign Degree/Certificate will provide Equivalency Certificate from HEC/ IBCC, Islamabad before the closing date of advertisement.
10. Translated version (in English language) of Degrees, Certificates, etc. must be provided in case of degrees in foreign language other than English before the closing date of advertisement.
11. Certificate regarding percentage of marks will be provided from concerned University/institution for those DMCs/Transcripts where percentage is not mentioned.
12. In case of Semester system, CGPA 3.00 out of 4.00 shall be considered as First division.
13. Job Application form fee **Rs. 3000/- (non-refundable)** shall be deposited through e-challan in Hazara University, online account No. **0010027677000012**, Allied Bank Limited Hazara University Branch. **Copy of the deposited e-challan shall be uploaded on job portal.**
14. Eligibility in all respect shall be reckoned upto the closing date.
15. Only shortlisted candidates will be called for interview. Short-listing of the candidates shall be made in accordance with the procedure laid down by the University.

16. Hazara University reserves the right to increase/decrease the number post(s) depending upon the needs of the University or not to fill any post, withhold the appointment against any advertised post or to accept/reject any application without assigning any reason.
17. For further information regarding criteria and updates regarding list of eligible/ineligible candidates and Interview date etc. please keep visiting University website regularly [www.hu.edu.pk](http://www.hu.edu.pk)
18. No TA/DA shall be admissible.

**Note: The University administration is authorized to rectify errors/omissions (if any) in the advertisement.**

**REGISTRAR**

**Tel: 0997-414558, Fax: 0997-414111,**

**Email: [jobs.hum@gmail.com](mailto:jobs.hum@gmail.com), website: [www.hu.edu.pk](http://www.hu.edu.pk)**