



# HAZARA UNIVERSITY

MANSEHRA, PAKISTAN

Adv. No: 03/2020

**STAFF REQUIRED**

Applications are invited for the PMU staff of the Higher Education Commission Islamabad funded Project “*Uplifting of Academic and Infrastructure Facilities at Hazara University, Mansehra*” as per following details:

S.No	Name of Post	Minimum Qualification	Professional Experience	Contract Period	Salary
01	Office Assistant / Accountant	2 <sup>nd</sup> Class Graduate from a recognized University/Institute	2-year Experience of office work, drafting, maintenance of account record (cash book/ ledger /receipt and /expenditure). Proficiency of computer with minimum typing speed of 30 WPM is must.	1-Year (extendable upto 3-year) on satisfactory performance	As per PC-1

Applications along with resume, attested copies of certificates/degrees/documentary proof of experience and a bank draft of Rs.1000/- should reach to the Establishment-II Section, Registrar Office, Hazara University, Mansehra on or before 25<sup>th</sup> March, 2020 through courier (By-hand forms shall not be received). Detailed terms and conditions are available on University Website [www.hu.edu.pk](http://www.hu.edu.pk).

## REGISTRAR

Tel: 0997-414161, Fax: 0997-414111,

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

### Terms & Conditions

1. Application Form can be downloaded from Hazara University website: [www.hu.edu.pk](http://www.hu.edu.pk). Only the prescribed application form will be accepted.
2. No column of the application form should be left blank, particularly postal address/contact number both landline and mobile must be mentioned.
3. Applicants serving in Govt./Semi Govt./Autonomous bodies should route their application through proper channel with NOC/proper permission.
4. Along with Job Application Form, Bank receipt or Bank Draft of Rs.1000/- job application form Fee, attested photocopies of all the DMCs, Certificates, Degrees, Experience certificates, CNIC (on full page), Domicile-certificate and three recent passport size photographs must be attached with the application form. INCOMPLETE APPLICATIONS WILL NOT BE ENTERTAINED AND LIABLE TO BE REJECTED.
5. The application forms complete in all respect must reach to the Selection Board Section, Registrar Office, Hazara University, Mansehra on or before **25<sup>th</sup> March, 2020**. All forms must be sent through courier (By-hand forms shall not be received). Applications received after last date will not be considered. The University is not responsible for delays in receiving call letters due to courier's/mail lapses.
6. Hazara University reserves the right to increase/decrease the number of posts or not to fill any post, withhold the appointment against any advertised post or to accept/reject any application without assigning any reason.
7. In case of Semester system, (CGPA conversion in percentage certificate) from relevant university must be provided.
8. For updates regarding list of eligible/ineligible candidates and Test/Interview date etc, please keep visiting University website regularly [www.hu.edu.pk](http://www.hu.edu.pk).
9. Only shortlisted candidates will be called for test/interview. Short-listing of the candidates shall be made in accordance with the procedure laid down by the University.
10. No TA/DA shall be admissible.