



BABA GURU NANAK UNIVERSITY, NANKANA SAHIB

Advertisement No. 02/2022

POSITIONS VACANT

**Online Applications are invited for the following positions.
Application Forms can be accessed on University Website. www.gnu.edu.pk**

NON-TEACHING STAFF				
Sr. No.	Posts & No. of Posts	No. of Posts	Nature of Post/ Age Limit	Eligibility Criteria
1.	Assistant (BS-16)	08	Regular Age Limit: 21-35 Years	(i) Master's degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) five years' experience in Microsoft Office.
2.	Assistant (Accounts) (BS-16)	02	Regular Age Limit: 21-35 Years	(i) Master's degree or BS (second division) in Commerce or Management Sciences or Accounting and Finance or Economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) five years' experience of handling accounts or audit matters..
3.	Media Coordinator (BS-16)	01	Regular Age Limit: 21-35 Years	Master's degree or BS (second division) in Journalism or Mass Communication or Media Studies or equivalent qualification from an institute or university recognized by Higher Education Commission.
4.	Deputy Estate Officer (BS-16)	01	Regular Age Limit: 21-35 Years	(i) Bachelor's degree (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) Three years administrative or office experience
5.	Computer Operator (BS-15)	08	Regular Age Limit: 18-30 Years	(i) (a) Bachelor's degree (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; (b) three months computer training course or diploma in MS Office from a recognized institute; and; (c) speed of forty words per minute of typing on computer in English; OR (ii) (a) Bachelor in Computer Science (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) Speed of forty words per minute of typing on computer in English.
6.	Auditor (BS-15)	01	Regular Age Limit: 18-30 Years	(i) B.Com (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) Two years' experience in the relevant field.
7.	Accountant (BS-15)	04	Regular Age Limit: 18-30 Years	B.Com (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.
8.	Sub Engineer Civil (BS-14)	02	Regular Age Limit: 18-30 Years	Diploma of Associate Engineering in Civil Engineering from a recognized institute.
9.	Sub Engineer Electrical (BS-14)	02	Regular Age Limit: 18-30 Years	Diploma of Associate Engineering in Electrical Engineering from a recognized institute.
10.	Supervisor (Horticulture & Landscaping) (BS-14)	01	Regular Age Limit: 21-30 Years	Master's degree or BS (second division) in Horticulture or equivalent qualification from an institute or university recognized by Higher Education Commission.
11.	Store Keeper (BS-11)	02	Regular Age Limit: 18-30 Years	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Speed of twenty-five words per minute of typing on computer in English.
12.	Computer Technician (BS-11)	01	Regular Age Limit: 18-30 Years	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Diploma in relevant field from recognized institute.
13.	Electrician (BS-11)	02	Regular Age Limit: 18-30 Years	(i) Higher Secondary School Certificate (second division) from a recognized Board; (ii) Diploma of Associate Engineering in Electrical (second division) or equivalent qualification from a recognized institute; and (iii) Two years' experience in the relevant field.
14.	Junior Auditor (BS-11)	01	Regular Age Limit: 18-30 Years	(i) I.Com or D.Com (second division) from a recognized Board; and (ii) Proficient in MS Office or relevant software.
15.	Junior Clerk (BS-11)	08	Regular Age Limit: 18-30 Years	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) speed of twenty five words per minute of typing on computer in English; and (iii) Proficient in M.S. Office or any other compatible office application.
16.	Security Guard Male (BS-05)	06	Regular Age Limit: 30-35 Years	(i) Ex-service man: (a) not below the rank of Lance Naik or equivalent rank from forces; (b) not retired on medical or disciplinary grounds; (c) experience in security matters; and (d) two years are not passed after retirement; or (ii) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (iii) Height = 5' 6"; and Chest = 32" 34".
17.	Security Guard Female (BS-05)	02	Regular Age Limit: 18-30 Years	(i) Secondary School Certificate second division) or equivalent qualification from a recognized Board; (ii) height = 5' 2"
18.	Painter (BS-05)	01	Regular Age Limit: 18-30 Years	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Diploma in the relevant field from a recognized institute.
19.	Mason (BS-05)	01	Regular Age Limit: 18-30 Years	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Diploma in the relevant field from a recognized institute.

20.	Cook (BS-05)	03	Regular Age Limit: 18-30 Years	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Two years' experience in the relevant field.
21.	Photo copier Operator (BS-05)	01	Regular Age Limit: 18-30 Years	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Five years' experience in the relevant field.
22.	Plumber (BS-4)	01	Regular Age Limit: 18-30 Years	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Diploma in the relevant field from a recognized institute.
23.	Bus Driver (BS-04)	02	Regular Age Limit: 18-30 Years	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) valid Heavy Transport Vehicle driving license and Public Service Vehicle driving license; and (iii) Five years' experience in the relevant field.
24.	Driver (LTV) (BS-04)	04	Regular Age Limit: 18-30 Years	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) valid Light Transport Vehicle driving license and Public Service Vehicle driving license; and (iii) Five years' experience in the relevant field.
25.	Carpenter (BS-04)	01	Regular Age Limit: 18-30 Years	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Diploma in the relevant field from a recognized institute.
26.	Dispatch Rider (BS-04)	01	Regular Age Limit: 18-30 Years	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Valid motorcycle driving license.
27.	Ground Man (BS-02)	01	Regular Age Limit: 18-30 Years	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Five years' experience in the relevant field.
28.	Computer Lab Attendant (BS-01)	04	Regular Age Limit: 18-25 Years	Secondary School Certificate (second division) with Computer Science from a recognized Board.
29.	Junior Lab Attendant (BS-01)	04	Regular Age Limit: 18-25 Years	Secondary School Certificate (second division) with Science from a recognized Board.
30.	Naib Qasid (BS-01)	15	Regular Age Limit: 18-25 Years	Secondary School Certificate (second division) or equivalent qualification from a recognized Board.
31.	Bus conductor (BS-01)	02	Regular Age Limit: 18-25 Years	Literate.
32.	Mali (BS-01)	10	Regular Age Limit: 18-25 Years	Literate.
33.	Sweeper (BS-01)	10	Regular Age Limit: 18-25 Years	Literate.

How to Apply

- Applicants are required to apply online through university job portal **www.gnu.edu.pk/careers** The applicants are also required to submit signed hardcopy/printout of same pre-filled online application form to the **Office of Baba Guru Nanak University Nankana Sahib located at Post Graduate Degree College for Boys Nankana Sahib**. (Fill online application form carefully as no editing will be allowed after submission).
- The applicants are required to print system generated fee challan and deposit job application processing fee as mentioned on challan in any branch of Bank of Punjab.
- The applicants are required to attach and submit two (02) recent passport size photographs, attested copies of CNIC, domicile, all educational documents/certificates, experience certificates and any other relevant documents along-with **deposit receipt / deposited system generated fee challan worth of Rs. 1,000/- for BPS 11 to BPS 16 and Rs.500/- for BPS 01 to BPS 10** on or before the closing date.
- Applications submitted without deposited system generated fee challan will not be entertained. Deposited amount is non-refundable/non-transferable.
- Closing date for submission of online applications is **03.10.2022** (within office hours). Printed online application form along-with all attached documents must be submitted till **05.10.2022** through courier only.
- Candidates applying for more than one post shall submit separate application with necessary documents, complete in all respects.
- Incomplete applications or applications received after due date (even dispatched through courier) will not be accepted.
- For any Technical Assistance regarding On-Line Application Submission, please call at 0300-1199358 during office hours.

General Information

- Relaxation in upper age limit may be granted to suitable candidates as per rules.
- The quota for disable persons, minorities and women will be observed as per rules.
- Degrees only from HEC recognized Universities/degree awarding Institutions will be considered.
- Foreign degree holders must submit their equivalence certificate(s) issued by the HEC, Pakistan.
- The candidates applying on TTS are requested to submit the soft copies of their research publications.
- Candidates presently working in Government, Semi Government and Autonomous Bodies must send their applications through proper channel only.
- Applications of candidates having Punjab domicile will be entertained.
- Only shortlisted candidates will be invited for interview. No TA/DA will be admissible.
- The University is not responsible if call letters are delayed or not received due to any lapse of courier agency/post office/telephonic message.
- University reserves the rights to increase/decrease or totally withdraw the vacancies without assigning any reason.
- University reserves the rights to conduct any test / screening for the shortlisting of candidates.

REGISTRAR

BABA GURU NANAK UNIVERSITY NANKANA SAHIB