

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
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	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	 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 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	 B.Com (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and 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 (scond 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	 (ii) 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. 			

Instrument Instrument Instrument Instrument 25. Carpenter (BS-04) 01 Regular (i) Secondary School Certificate (second division) or equivalent qualification from a recognized locat: and (i) Dispatch Rider (RS-04) 01 Regular (i) Secondary School Certificate (second division) or equivalent qualification from a (ii) 26. Dispatch Rider (RS-04) 01 Regular (iii) Secondary School Certificate (second division) or equivalent qualification from a (iii) 27. Ground Man (BS-02) 01 Regular (iii) Secondary School Certificate (second division) with Computer Science from a recognized Board, and (iii) One computer Lab Attendant (BS-01) Age Instrument (BS-01) Secondary School Certificate (second division) with Science from a recognized Board, (BS-01) Secondary School Certificate (second division) with Science from a recognized Board, (BS-01) Secondary School Certificate (second division) with Science from a recognized Board, (BS-01) Secondary School Certificate (second division) with Science from a recognized Board, (BS-01) Secondary School Certificate (second division) with Science from a recognized Board, (BS-01) Secondary School Certificate (second division) with Science from a recognized Board, (BS-01) 31. Bas conductor (BS-01) 10 Age Limit: (BS-2 Yean Literate, (BS-01) 32. Mail (BS-01)									
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BABA GURU NANAK UNIVERSITY NANKANA SAHIB