



Office of the Registrar
University of Lakki Marwat

District: Lakki Marwat (28420) Khyber Pakhtunkhwa (Pakistan)
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SITUATION VACANT (Advertisement No. 01/2024)

University of Lakki Marwat is a rapidly growing public sector University located in District Lakki Marwat, accredited with Higher Education Commission, Islamabad and intends to fill-in various Teaching, Administrative & Ministerial/Supporting Staff positions on permanent basis. Applications are invited from dynamic and qualified individuals for the following positions:-

Faculty Positions:

S.No.	Nomenclature	Pay Scale	Subject/ Field	Qualification & Experience
1.	Associate Professor (BPS/TTS)	20	Chemistry, Physics, Mathematics, Computer Science, Education, Business & Management Sciences, Biotechnology, Political Science, Botany, Zoology	As per Higher Education Commission Islamabad criteria.
2.	Assistant Professor (BPS/TTS)	19	Chemistry, Physics, Mathematics, Zoology, Botany, Education, Political Science, English, Business & Management Sciences, Islamic Studies, Environmental Sciences	As per Higher Education Commission Islamabad criteria.
3.	Lecturer (BPS)	18	Chemistry, Physics, Mathematics, Zoology, Education, Political Science, English, Business & Management Sciences, Computer Science, Sports Science	As per Higher Education Commission Islamabad criteria.

Administrative, Ministerial & Supporting Staff:

S.No.	Nomenclature	Pay Scales	Qualification & Experience
1.	Deputy Registrar	18	Master's degree with First division from an HEC recognized University/Institution with 5 years' teaching/administrative experience in a University/Government or autonomous body in BPS-17 and above.
2.	Deputy Director Planning & Development	18	Master's degree with First division from an HEC recognized University/Institution with 5 years' teaching/administrative experience in a University/Government or autonomous body in BPS-17 and above.
3.	Deputy Treasurer	18	Master's degree with First division in Finance, Commerce, Business Administration from an HEC recognized University/Institution or Chartered Accountant with 5 years' teaching/administrative experience in a University/Government or autonomous body in BPS-17 and above.
4.	Deputy Controller of Examinations	18	Master's degree with First division from an HEC recognized University/Institution with 5 years' teaching/administrative experience in a University/Government or autonomous body in BPS-17 and above.
5.	Deputy Director/Manager IT	18	Masters/BS (4 years) degree with First division in Computer Science /IT/Electronics from an HEC recognized University/ Institution with 6 years' experience in IT Operations in a University/Government or autonomous body in BPS- 17 and above.
6.	Assistant Controller Examinations	17	Master's degree with First division from an HEC recognized University/Institution.
7.	Assistant Provost	17	Master's degree with First division from an HEC recognized University/Institution.
8.	Assistant Registrar	17	Master's degree with First division from an HEC recognized University/Institution.
9.	Assistant Director Sports	17	Master's degree with First division in Health and Physical Education from an HEC recognized University/Institution.
10.	Assistant Director (Planning & Development)	17	Master's degree with First division from an HEC recognized University/Institution.
11.	Assistant Director (Administration)	17	Master's degree with First division from an HEC recognized University/Institution.

12.	Assistant Director (QEC)	17	Masters degree with First division from an HEC recognized University/ Institution
13.	Assistant Director FAD	17	First division Master's degree in Agricultural Economics, Agriculture, Computer Science, Social Sciences and Management Sciences (16 years) from HEC recognized University/ Institution with 02 years relevant experience.
14.	Assistant Director (Computer Programmer)	17	First division Master's Degree (16 years) in Computer Science/ IT/ OR First division BCS/ B.Tech (Hons) (04years)/ BIT (04 years) degree from HEC recognized University/ Institution with 05 years relevant experience.
15.	Assistant Director (Civil)/Assistant Engineer	17	First division M.Sc. degree in Civil Engineering from a recognized University, with Five years' Experience of constructing buildings and roads.
16.	Assistant Treasurer	17	Master's degree with First division in Finance, Commerce, Business Administration from an HEC recognized University / Institution or Chartered Accountant.
17.	Assistant Director Library /Assistant Librarian	17	Master degree with First division in M.L.S from an HEC recognized University/Institution.
18.	Secretary to Vice Chancellor	17	First division Master's degree in Human Resource Management/ Business Administration or Economics, or Agricultural Economics with five years' experience of a secretarial job in a University or a Government Department or an Autonomous Organization.
19.	Internal Audit Officer	17	First division M.Com/M.B.A. (with specialization in Accounts); or Second Class M.Com/M.B.A. (with specialization in Accounts with 05 years' experience in accounts in a University or a Government Department or an Autonomous Organization.
20.	Superintendent	17	Master's Degree in at least 2 nd division and 18 years satisfactory service with at least 07 years' service as Assistant in the University. OR Bachelor's Degree in at least 2 nd division and 20 years satisfactory service with at least 07 years' service as Assistant in the University. OR Intermediate in at least 2 nd division and 22 years satisfactory service with at least 07 years' service as Assistant in the University. OR Matric in at least 2 nd division and 24 years satisfactory service with at least 07 years' service as Assistant in the University.
21.	Office Assistant	16	Intermediate in at least 2 nd division with 10 years satisfactory service with at least 04 years service as Senior Clerk in the University OR Matric in at least 2 nd division with 14 years satisfactory service with at least 04 years service as Senior Clerk in the University.
22.	Accountant	16	MBA/M.Com in at least 2 nd division from a recognized University OR BBA/ B.Com in at least 2 nd division from a recognized University with 3 years experience in the relevant field.
23.	Senior Clerk	14	Intermediate in at least 2 nd division with 5 years satisfactory service as Junior Clerk in the University OR Matric in at least 2 nd division with 7 years satisfactory service as Junior Clerk in the University.
24.	Junior Clerk	11	Intermediate in at least 2 nd Division or equivalent qualification with a speed of 40 words per minutes in typing and adequate computer literacy.
25.	Library Assistant	11	Bachelor of Library & Information Sciences in at least 2 nd division from a recognized University with three years' experience OR Diploma in Library Science from a recognized Institute/ University with 5 years relevant experience.
26.	Sub Engineer Civil	11	Diploma of Associate Engineering with minimum 02 years' experience in the relevant field.
27.	Laboratory Assistant	11	BCS with 1 st division or FSc. with at least 2 nd division since 3 years' experience and experienced candidate will be preferred.
28.	Telephone Operator	7	Matric in at least 2 nd division with 3 years' experience as Telephone Operator.
29.	Driver	5	Matric in at least 2 nd division with a valid HTV/LTV license and having 5 years' experience of driving heavy transport OR Literate with a valid HTV/LTV license and having 10 years' experience of driving heavy transport.
30.	Laboratory Attendant	5	Matric with Science in at least 2 nd Division.

31.	Security Guard/ Chowkidar	3	i. Retired Defense Forces personnel with good physique. ii. Maximum age limit not more than 45 years. iii. Educated persons will be given preference.
32.	Mali	3	Matriculate in at least 2 nd division OR literate with 05 years relevant experience.
33.	Naib Qasid	3	Matriculate in at least 2 nd division OR literate with 05 years relevant experience.
34.	Dispatch Rider/Mail Rider	1	Matric in at least 2 nd division with LTV driving license and two years relevant experience.

Terms, Conditions & Instructions:

1. Candidates must fill out the online form available at www.ulm.edu.pk and print a hard copy. Applications not submitted online will not be accepted by the University.
2. The online printed form, complete in all respects, along with attested copies of educational testimonials, certificates of any distinction, relevant experience certificates (from Government/Semi-Government/Autonomous bodies), a copy of CNIC, three recent passport-size color photographs, and the original bank receipt deposited through online transfer in BOK, Hamidan Chowk Karak Branch (0311) A/c # 2007574528 in favor of the University of Lakki Marwat (as a non-refundable application processing fee), must reach the office of the undersigned on or before July 15, 2024 (Monday). The bank receipt must be attached to the application form. Applications without the original bank receipt will not be considered after the closing date.

S/No.	Name of Post	Application Processing Fee per apply.
1.	Associate Professor	Rs.7000/-
2.	Assistant Professor	Rs.6000/-
3.	BPS-18	Rs.4000/-
4.	BPS-17	Rs.3000/-
5.	BPS-7 to BPS-16	Rs.2000/-
6.	BPS-1 to BPS-6	Rs.1500/-

3. Candidates are advised to read all terms, conditions, and instructions in the advertisement carefully to ensure their online applications are complete.
4. Candidates will not be allowed to apply after the closing date for receipt of applications.
5. If a candidate who has applied after obtaining a NOC from their parent department/institution/university gets selected by another department/institution/university during the selection process, they must immediately submit a NOC from the new employer. Failure to do so will result in rejection of the application.
6. The age, qualifications, experience, other credentials, and research papers required by the relevant service rules and advertisement must be met in all respects by the closing date.
7. Applications from candidates whose results are not officially announced by the Controller of Examinations of a board/university by the closing date will not be considered.
8. Instructions issued by the Higher Education Commission or University from time to time will be followed in letter and spirit.
9. If any information provided by a candidate in their application form is found to be incorrect or false at any stage, the candidate will be disqualified, and action will be taken under the rules.
10. Foreign degree holders must provide an equivalence certificate issued by the HEC along with the application form.
11. The requirement for a Master's (foreign) degree mentioned in the HEC Minimum Eligibility Conditions for faculty appointments means a Master's degree awarded by a chartered foreign university for which the HEC has granted equivalence to Pakistan's MS/MPhil or 18 years of education.
12. The University reserves the right to increase/decrease the number of posts, not fill/withdraw any posts, or withhold the appointment against any advertised posts without assigning any reason.
13. As approved by the ULM competent forums, all new recruitments for faculty, administrative, or supporting staff will be made under the CP Fund scheme. However, regular ULM employees already appointed under the Pension Scheme will retain their pensionable service until their departure, i.e., retirement, resignation, or death (in terms of family pension, if applicable). Regular ULM employees under the Pension Scheme who choose to convert to the TTS or fixed pay or from the Pension Scheme to the CP Fund Scheme will be allowed to do so from the date of regular appointment.
14. Claims of experience must be supported by experience certificates, appointment letters, and pay slips issued by an authorized officer and attested by a gazetted officer.
15. In-service candidates should apply through the proper channel and submit a NOC from their respective departments/organizations along with their application forms.
16. Candidates applying for more than one post must deposit a separate fee and submit a separate application form for each post.
17. Selection will be made as prescribed by the University. Only shortlisted candidates will be called for the test/interview.
18. Applicants for Associate Professor, and Assistant Professor positions must provide copies of research papers (the first page with the abstract and journal's name) along with a list of journals.
19. Incomplete applications or those without required documents (bank receipt and testimonials) or received after the due date will not be accepted.

20. When an advertisement is withdrawn after the post(s) have been advertised, a corrigendum cancelling such advertisement will be published.
21. Disabled persons and minorities are encouraged to apply.
22. A CGPA less than 3.0/4.0 will be considered a second division, and a CGPA less than 2.0/4.0 will be considered a third division.
23. Candidates with foreign degrees/certificates must provide an Equivalency Certificate from the Higher Education Commission, Islamabad, along with the application. If not provided by the application submission date, the application will not be processed.
24. Applicants domiciled in Khyber Pakhtunkhwa are eligible for teaching and administrative positions.
25. Applicants domiciled in Bannu Division are eligible for Ministerial Support Staff positions (BPS-7 to 16).
26. Candidates serving in Government, Semi-Government, or Autonomous Institutions should route their applications through the proper channel.
27. Candidates for positions in BPS-1 to BPS-18 must appear in the screening test/written examination as per rules/statutes."
28. Candidates for the position of Lecturer must appear in the screening test/written examination as well as a demonstration.
29. Only eligible shortlisted candidates will be called for test/demonstration/interview. No TA/DA will be allowed. The University will not be held responsible for non-receipt or late receipt of call letters for tests/interviews.
30. Evaluations will be based on information in the application form supported by documentary proof attached to the application form until the last date of the advertisement. Documents related to educational/professional qualifications and experience submitted/issued after the advertisement's last date or during the interview will not be considered.
31. Candidates must make correct and relevant entries (qualifications and experience) based on their own claims. Irrelevant and incorrect entries can disqualify the candidate.
32. The University will update status only on its website www.ulm.edu.pk. A list of eligible/ineligible candidates will be uploaded to the University's website.
33. The University will not be responsible for the non-receipt or late delivery of call letters regarding ineligibility, test, or interview. Candidates are advised to regularly check the University's official website.
34. If, after detailed scrutiny of the applications and the screening test/written examination, a candidate is found ineligible under general recruitment rules, their candidature will be cancelled, regardless of test results. Candidates should study the eligibility criteria and terms and conditions of the advertisement before applying to ensure they meet the required qualifications and eligibility criteria.
35. Legal action will be taken if any submitted documents are found to be fake/tempered/forged.
36. The University reserves the right to increase/decrease/withhold or not fill any advertised post depending on its needs, without assigning any reason.
37. Age will be reckoned as of the closing date of the advertisement as per the Statutes/Policy.
39. Research papers published in a journal enlisted by the Higher Education Commission (HEC) shall be accepted only. From 1st July 2020 onwards, only HJRS enlisted journals shall be considered as HEC recognized research journals. Publications up to June 30, 2020, shall be dealt with as per the previous policy/SOP in vogue.
40. International journals having an impact factor of ISI and listed in the Journal Citation Report (JCR) of the Institute for Scientific Information (ISI) would only be considered as HEC recognized international journals.
41. The University shall not accept research papers of a candidate which have been published in any journal after the closing date for receipt of applications for the advertised post. Research papers under publication shall also not be acceptable.
42. Review articles, case studies, translations, briefs, presentations in conferences, short communication, etc. shall not be admissible as professional/original research papers.
43. Utilization and validity of categories of journals (W, X, Y, Z) shall be applicable as per HEC guidelines.
44. Applicants for the posts of Associate Professors should send a soft copy of their applications and research publications in PDF format saved on a USB along with the hard copy of the application form with the signature of the applicant.
45. No application shall be received by hand.
46. All correspondence during the selection procedure shall be made through the given email address.

Note Errors and omissions, if any, will be subject to rectification by the University.

For More Information Contact:

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Establishment@ulm.edu.pk

0969-511819

Saddam Ul Islam
REGISTRAR
UNIVERSITY OF LAKKI MARWAT