



University of Haveli

Kahuta, Azad Jammu & Kashmir

SITUATION VACANT

University of Haveli, Kahuta, Azad Jammu and Kashmir, is a **Public Sector** institution established in August 2025 under the Azad Jammu and Kashmir University of Haveli Act 2025 passed by the Legislative Assembly of Azad Jammu and Kashmir, Muzaffarabad. Applications on the prescribed form are invited by the Education Testing Council (ETC), HEC, Islamabad on **Open Merit** for the following teaching / non-teaching positions to be filled on the **Regular (Contributory Pension System-CPS)** basis:

No.	Name of Post	No. of Posts	Eligibility Criteria
A. Faculty Positions			
1-	Lecturer (Regular) BPS-18 (CPS) i. Botany (01) ii. Computer Science (03) iii. Education (03) iv. English (02) v. Islamic Studies (01) vi. Mathematics (02) vii. Physics (01) viii. Sociology (01)	14	First Class MS/MPhil/equivalent degree awarded after 18 years of education in the relevant fields ^s from an HEC-recognized University/Institution with no 3rd division in the academic career. Condition of no 3rd division shall not be applicable in the qualification of appointment as lecturer in Universities or Degree Awarding Institutions, provided that the candidate holds a higher degree, viz, PhD or equivalent degree with not more than one 3rd division in the entire academic career. Age^u: 21- 41 Years
B. Officers Position			
1-	Assistant Registrar, (Regular) BPS-17 (CPS)	01	Master's degree / BS or equivalent degree (16 years of education), at least 2nd division (or CGPA 2.5 out of 4.0) from a HEC-recognized University / Institution. Age^u : 21 - 41 Years
2-	Assistant Treasurer, (Regular) BPS-17 (CPS)	02	Master's degree / BS or equivalent degree in Business Administration or Commerce / Economics (16 years of education) with at least 2 nd division (or CGPA 2.5 out of 4.0) from a HEC-recognized University / Institution. Age^u : 21 - 41 Years
3-	Assistant Controller Examinations, (Regular) BPS-17 (CPS)	01	Master's degree / BS or equivalent degree (16 years of education), at least 2 nd division (or CGPA 2.5 out of 4.0) from a HEC-recognized University/ Institution. Age^u : 21 - 41 Years
4-	Private Secretary, (Regular) BPS-17 (CPS)	01	Master / BS degree or equivalent degree (16 years of education) at least 2 nd division (or CGPA 2.5 out of 4.0) from HEC-recognized University / DAI with excellent communication skills, latest office

			<p>techniques, 50 words per minute (wpm) in typing.</p> <p>Age^a limit: 21 - 41 Years</p>
5-	Network Administrator, (Regular) <u>BPS-17 (CPS)</u>	01	<p>Minimum of 16 years of education in Computer Science/ Software Engineering/ Computer Engineering or a related discipline in at least 2nd division from a HEC-recognized university/ DAI.</p> <p>Minimum five years of professional experience in well-reputed registered Companies/ Organizations.</p> <p>Strong understanding of TCP/IP, VPN, VLAN, Routing & Switching, Firewall Configuration & Management, Access points, and Controllers.</p> <p>Ability to design, implement, troubleshoot, and maintain campus networks, internet connectivity, CCTV/IT infrastructure.</p> <p>Relevant certification is a plus.</p> <p>Age^a: 21 - 41 Years</p>
6`-	Assistant Librarian, (Regular) <u>BPS-17 (CPS)</u>	01	<p>Master's in Library Information System (MLI)/Master of Information Management with at least 2nd division, along with computer skills, knowing library software (i.e., KOHA/LIMS/or any other famous software).</p> <p>OR</p> <p>BS Library and Information Science (BLIS)/BS Information Management (BSIM), along with computer skills, knowing library software (i.e., KOHA/LIMS/or any other famous software), and having at least three years of experience in a reputable Library/ Organization.</p> <p>Age^a: 21 - 41 Years</p>
C. Staff Positions			
1-	Lab/ IT Technician (Regular) <u>BPS-14 (CPS)</u>	01	<p>Bachelor's Degree (at least 14 years of education) in Computer Science/IT from a recognized University with three years of experience in networking/ managing switching, and Strong knowledge of TCP/IP protocols and LAN/WAN design in a reputable organization.</p> <p>OR Diploma of Associate Engineering (DAE) in Information Technology (IT) with at least five years of experience in networking/ managing switching, and strong knowledge of TCP/IP protocols and LAN/WAN design in a reputable organization.</p>

			Age ^a : 21-41 years
2-	Junior Clerk, (Regular) BPS-11 (CPS)	07	Bachelor's degree (14 years of education) with at least 2 nd division. Must be computer literate, having a speed of 35 words in English and 30 words in Urdu per minute in computer typing. Age ^a : 21-41 years

[§] Relevant fields as described by NACTE, NCEAC, HEC etc.

^a Vide notification no. S&GAD/R/A-4(49)2016 Part-V dated: 25/09/2023

^a Vide notification no. S&GAD/R/A-4(49)2016 Part-V dated: 31/12/2025

How to Apply/ Register for the Test

- Interested candidates can apply online by registering themselves on <http://etc.hec.gov.pk>. The candidate should apply within 15 days of advertisement published.
- The registration process must be completed by pressing the "SUBMIT" button for the online application before the 4 pm deadline of registration closing date given on the portal.
- During the online registration process, all the required information must be entered correctly with due diligence. A mobile number ported from the original mobile company must not be provided.
- Application received by hand or through courier/ email shall not be accepted/ entertained.
- The candidates should make sure before appearing in the examination/ test that they are eligible in all respects for the post applied for.
- In case of any difficulty during the online registration, please visit <http://onlinehelp.hec.gov.pk> or visit HEC Secretariat or contact HEC regional offices for guidance.
- Only SUBMITTED applications will be considered. Application in SAVE or INCOMPLETE mode will not be entertained.
- Fee will be submitted through **1Link/ 1Bill Invoice payment services with the generated consumer number.**
- After depositing the fee through 1Link/ 1Bill Invoice, click on Verify Online Payment on ETC Dashboard.
- The test fee is non-refundable and non-transferable.
- Email/ SMS will be sent to the registered applicants for examination date, time, and venue. Candidates are required to provide a valid email/ mobile number while filling their online application forms. SMS shall not be sent to the mobile number that have been converted from one network to any other network.
- The candidate must get queries/ complaints resolved before the closure of the web registration portal. Queries/ complaints handling beyond the registration deadline is denied by the system due to logistics/ security reasons.
- Taking a mobile or any calculating , recording, communication, or imaging electronic device inside the test center, as well as uploading or sharing the images of question book is strictly prohibited and an offence liable to be punished as per the ETC-HEC rules.

Note: it is Mandatory to bring along the Original CNIC/ Original Passport on the test day with the Roll No. Slip issued by ETC via email or download from the candidate's portal, otherwise the candidate shall not be allowed to sit in the exam.

GENERAL INSTRUCTIONS

1. In-service candidates must apply through proper channel to avail relaxation in the upper age limit. Through proper channel candidates should provide NOC at the time of Interview.
2. Foreign degree holders must provide the equivalence certificate issued by the HEC.
3. The relevant experience claimed by the applicant shall only be considered if supported by documentary proof.
4. The basic and terminal qualification (where applicable) of the candidates must be registered with the relevant Council / Regulatory Body.
5. The terminal qualification of the candidates must be in a relevant subject/field; however, preference will be given to those having all their academics in a relevant subject/ field.
6. The University reserves the right to cancel advertised posts partially or totally, as deemed necessary.
7. The shortlisting of applicants for teaching and non-teaching positions shall be carried out in accordance with the relevant Statutes.
8. The candidates with disabilities are encouraged to apply.

REGISTRAR

University of Haveli, Bypass Road, Kahuta, Haveli, Azad Jammu & Kashmir Post Code: 12350
Phone No. 05823-961705, website: www.uohajk.edu.pk