



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 with all relevant testimonials duly attested (Recent CV, academic certificates, degrees, experience certificate(s), research publications, NOC from previous employer, domicile, state subject, etc.) on the prescribed form are invited on **Open Merit** for the following Faculty/ Officers positions to be filled on the **Regular (Contributory Pension System) CPS/ Contract/ Contingent** basis:

No.	Name of Post	No. of Posts	Eligibility Criteria
A. Faculty Positions			
1-	Professor (Regular-CPS) <u>BPS-21</u> Computer Science (01)	01	As per the Higher Education Commission (HEC) criteria
2-	Associate Professor (Regular-CPS) <u>BPS-20</u> i. Computer Science (01) ii. Education (01) iii. English (01)	03	As per the Higher Education Commission (HEC) criteria
3-	Assistant Professor (Regular-CPS) <u>BPS-19</u> i. Computer Science (02) ii. Education (03) iii. English (02)	07	As per the Higher Education Commission (HEC) criteria
B. Officers Positions			
1-	Registrar <u>BPS-20</u> (Contract-extendable tenure of 3 years)	01	Ph.D. with 13 years' experience OR MS /M.Phil./Equivalent Degree with at least 2 nd division with 15 years' experience OR Master's degree / MA / M.Sc. / BS or equivalent degree with 2 nd division (or CGPA 2.5 out of 4.0) from HEC-recognized University/Institution with

			17 years' experience in BPS-17 and above in teaching and administration. Age: 40-55 years.
3-	Treasurer BPS-20 (Contract-extendable tenure of 3 years)	01	Ph.D. in Commerce/Business Administration (Finance/Accounting), Economics, or equivalent from a HEC-recognized University/DAI with 13 years' relevant experience in BPS-17 and above or its equivalent in a university or Govt. organization, or autonomous body. OR MS/M.Phil./Equivalent Degree in Commerce/Business Administration (Finance/Accounting), Economics, or equivalent with at least 2 nd division with 15 years' relevant experience in BPS-17 and above or its equivalent in a University or Govt. organization or autonomous body. OR Professional Degree as ACA / ACMA / FCA / FCMA / ACCA / CA / PIPFA with 17 years' relevant experience in BPS-17 and above or its equivalent in a University or Govt. organization, or autonomous body. OR Master/BS Degree (16 years of education) in Finance/Accounting/ Commerce/ Economics or equivalent with at least 2 nd division (or CGPA 2.5 out of 4.0) from HEC recognized University / DAI with 17years' relevant experience in BPS-17 and above or equivalent in a recognized University or Govt. organization or autonomous body. Shall have excellent administrative and communication skills, with the latest office techniques, and good leadership qualities. Age: 40-55 years
C. Staff Positions			
1-	Drivers (BPS-5) Regular (CPS)	07	Matric at least 2 nd division with a valid HTV including PSV License and having at least three years' experience of heavy-duty driving. OR Middle with a valid HTV including PSV

			License and having at least five years' experience in heavy-duty driving.
2-	Office Boy/ Naib Qasid (BPS-1) Contingent	07	Matric OR Literate with 05 years of relevant experience.
3-	Security Guard (BPS-1) Contingent	06	Retired Defense Forces personnel with good physique; OR Personnel having a minimum of five years' experience as a Security Guard in a University/Degree Awarding Institute. <i>(Preference will be given to educated personnel)</i>
4-	Mali/ Baildar (BPS-1) Contingent	04	Matric OR Literate with 05 years of relevant experience.
5-	Cook (BPS-1) Contingent	01	Literate and having a cooking certificate with five years of relevant experience in cooking in a reputable Hotel/ Restaurant/Guest House, / Organization.
6-	Sweeper/ Cleaner (BPS-1) Contingent	02	Literate with 05 years of relevant experience.

GENERAL INSTRUCTIONS

1. Application form can be either downloaded from the University's website www.uohajk.edu.pk or obtained from the office of the Registrar, University of Haveli, Kahuta, Azad Jammu and Kashmir, during the office hours.
2. The application processing fee is **Rs. 1000/-** for BPS-16 & below, **Rs. 2000/-** for BPS-17 & 18 and **Rs. 4000/-** for BPS-19 & above.
3. The fee must be deposited at any branch of the UBL in the IBAN/Account No. PK12 UNIL 0109 0003 4087 6615 with the title AJK University of Haveli.
4. In-service candidates must apply through proper channel to avail relaxation (if needed) in the upper age limit. Through proper channel candidates should provide NOC at the time of Interview.
5. Foreign degree holders must provide the equivalence certificate issued by the HEC.
6. The relevant experience claimed by the applicant shall only be considered if supported by documentary proof.
7. The basic and terminal qualification (where applicable) of the candidates must be registered with the relevant Council / Regulatory Body/ HEC.

8. 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.
9. The University reserves the right to cancel advertised positions partially or totally, as deemed necessary.
10. The University reserves the right to increase or decrease the advertised positions, if deemed necessary.
11. The shortlisting of applicants for teaching and non-teaching positions shall be carried out in accordance with the relevant Statutes.
12. The services of the regular employee shall be governed as per relevant Statutes of the University viz., Contributory Pension System.
13. The candidates with disabilities are encouraged to apply.
14. The last date of application submission is **Wednesday, 17th June 2026**.
15. Any query may be addressed to the following contact:

REGISTRAR

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