



EMERSON UNIVERSITY MULTAN (Since 1920)

A symbol of Excellence, Innovation, and Integrity

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EXCELLENT CAREER OPPORTUNITIES (NON-TEACHING)

Emerson University Multan, a fast-growing public sector University, accredited by HEC and chartered by the Government of the Punjab, invites applications from Pakistani nationals who are not married to a foreign national, on the prescribed form available at university E-portal <https://eportal.eum.edu.pk/>. The qualification and experience (Where applicable) are mentioned against each post.

Sr. No	Post Title	Qualification/Experience	Required Posts
1.	Controller of Examination (BS-20) Age 40 to 50 year Contract-3 year	(i) Ph.D. in any Discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and Eight years' post qualification teaching or administrative or professional experience in a public or private institute or university recognized by Higher Education commission or public sector organization. OR (ii) MS or M.Phil. (Second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and Ten years' post qualification teaching or administrative or professional experience in a public or private institute or university recognized by Higher Education commission or public sector organization; OR (iii) Masters' degree or BS (Second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and Twelve years' post qualification teaching or administrative or professional experience in a public or private institute or university recognized by the Higher Education Commission or Public Sector Organization.	01
2.	Librarian (BS-20) Age 40-50Years Regular/Contract	(i) Ph.D. in Library and Information Sciences or Information or Information Sciences or Information Management or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and Eight years' post qualification relevant experience. OR (ii) MS or M.Phil. (Second division) in Library and information Sciences or Information Science or Information Management or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and Ten years' post qualification experience. OR (iii) Masters' degree or BS (Second division) in Library and information Sciences or Information Science or Information Management or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and Twelve years' post qualification relevant experience.	01

3.	Deputy Registrar (BS-18) Age 25-45 Regular/Contract	(i) MS or M.Phil. (second division) in any discipline or equivalent qualification from an institute or university recognized by Higher Education Commission; and eight years' post qualification experience in the relevant field from public or private institute or university recognized by Higher Education Commission or ; Three years post qualification teaching or administrative experience in public or private institute or university recognized by the higher education commission or public sector organization. OR Master's Degree or BS (Second division) or equivalent qualification from an institute or a university recognized by the higher education commission; and Five years post qualification teaching or administrative experience in public or private institute or a university recognized by the higher education commission or public sector organization	01
4.	Deputy Treasurer (BS-18) Age 25-45 years Regular/Contract	(i) MS or M.Phil. (second division) in Finance or Commerce or Accounting or Auditing or Economics or equivalent qualification from an institute or a university recognized by Higher Education Commission; and Three years post qualification relevant experience. OR (ii) MBA (Finance) or M. Com or ACCA or ACMA or M.Sc. (second Division) in Economics or Equivalent qualification from an institute or a university recognized by the Higher Education Commission; and Five years post qualification relevant experience.	01
5.	Personal Secretary (BS-17) Regular / Contract Age less than 40	(i) Master's Degree or BS (Second division) or equivalent qualification from an institute or a university recognized by the higher education commission; and Ten years post qualification teaching or administrative relevant experience in public or private institute or a university recognized by the higher education commission or public sector organization. One hundred and twenty words per minutes shorthand speed and; fifty words per minutes typing speed in English on computer.	02
6.	Assistant Registrar (BS-17) Age 21-35 Years Regular/Contract	Master's degree or ACCA or ACMA or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.	04
7.	Assistant Controller of Examinations (BS-17) Age 21-35 Years Regular/Contract	Master's degree or BS (second division) or equivalent qualification from an institute or a university recognized by Higher Education Commission.	01
8.	Assistant Treasurer (BS-17) Age 21-35 Years Regular/Contract	MBA or M. Com or ACMA or ACCA or M.Sc. (second division) in Economics or equivalent qualification from an institute or university recognized by Higher Education Commission.	02

9.	Public Relation Officer (BS-17) Age 21-35 Years	Master's degree or BS (second division) in Mass Communication or Media Studies or Journalism or Communication Studies or equivalent qualification from an institute or a university recognized by Higher Education Commission.	01
10.	Security Officer (BS-17) Age 21-35 Years Regular/Contract	(i) Bachelor's degree (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; OR (ii) Retired commissioned officer from the Forces; (iii) not retired on medical or disciplinary grounds; and (iv) two years after retirement are not passed.	01
11.	Horticulture Officer (BS-17) Age 21-35 Years Regular/Contract	(i) M.Sc. (second division) in Botany or Horticulture or Forestry or equivalent qualification from an institute or university recognized by Higher Education Commission. or (ii) B.Sc. (second division) in Botany or Horticulture or Forestry or equivalent qualification from an institute or university recognized by Higher Education Commission; two years' post qualification relevant experience.	01
12.	Computer Programmer (BS-17) Age 21-35 Years Regular/Contract	Master's degree or BS (second division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or university recognized by Higher Education Commission.	01
13.	Assistant Engineer (BS-17) Age 21-35 Years Regular/Contract	(i) B.Sc. (Second division) in Civil Engineer or equivalent qualification from an Institute or a university recognized by the Higher Education Commission; and (ii) registered with Pakistan Engineering Council as Engineer in Civil.	01
14.	Network Administrator (BS-17) Age 21-35 years Regular/Contract	(i) Master's degree or BS (second division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or university recognized by Higher Education Commission.	01
NON-TEACHING (CLASS-B POSTS)			
15.	Assistant Computer Programmer (BS-16)	Master's degree or BS (second division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or university recognized by Higher Education Commission.	01
16.	Assistant (BS-16) Age 21-35 Years Regular/Contract	Master's degree or BS (second division) in any discipline or equivalent qualification from an institute or university recognized by Higher Education Commission; and five years 'post qualification experience in Microsoft Office.	04
17.	Teaching Assistant (BS-16) Age 21-35 Years Regular/Contract	Master's degree or BS (second division) or equivalent qualification in the relevant subject from an institute or university recognized by Higher Education Commission.	04

18.	Hardware Technician (BS-15) Age 21-35 Years Regular/Contract	(i) Bachelor's degree (second division) in Computer Science or equivalent qualification from an institute or university recognized by Higher Education Commission; and two years' post qualification relevant experience. or (ii) Bachelor's degree (second division) PGD in Computer Hardware or equivalent qualification from an institute or university recognized by Higher Education Commission; and two years' post qualification relevant experience.	01
19.	Computer Operator (BS-15) Age 18-30 Years Regular/Contract	(i) Bachelor's degree (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; three months computer training course or diploma in MS Office from a recognized institute; and; speed of forty words per minutes typing speed on computer in English. or (ii) BCS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and speed of forty words per minute typing speed on computer in English.	03
20.	Auditor (BS-15) Age 18-30 Years Regular/Contract	B.Com. (Second Division) or equivalent qualification from an Institute or a university recognized by the Higher Education Commission; and two years post qualification relevant experience.	01
21.	Sub Engineer (Civil) (BS-14) Age 18-30 Years Regular/Contract	Diploma of Associate Engineering (three Years) in Civil Engineering from a recognized institute.	01
22.	Imam Masjid (BS-12) Age: 21-40 Years Regular/Contract	Sanad Daras-i-Nizami or Sanad Fazil-i-Arabi with proficiency in Qirat	01
23.	Junior Clerk (BS-11) Age: 18-30 years Regular/Contract	(i) Higher Secondary School Certificate (Second Division) or Equivalent qualification from a recognized board. (ii) twenty-five words per minutes typing speed on computer in English; (iii) Proficient in M.S. office or any other compatible office application.	25
24.	Junior Auditor (BS-11) Age 18-30 Years Regular/Contract	(i) I. Com or D. Com (Second Division) from a recognized board or; and (ii) good command in MS office or relevant software	01
25.	Electrician (BS-11) Age 18-30 Years Regular/Contract	i) Higher Secondary School Certificate (second division) from a recognized by Inter Board of Committee of Chairman's or DAE (three years) in Electrical or equivalent qualification from a	01

		recognized institute; and two years' post qualification relevant experience.	
26.	Dispenser (BS-09) 18-30 Years Regular/Contract	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Diploma in relevant field from a recognized institute.	01
27.	Laboratory Assistant (BS-07) Regular/Contract	Higher Secondary school examination or equivalent qualification Preference will be given to candidates having intermediate with Pre-engineering /Pre -Medical, diploma of Chemical or electrical.	05
28.	Cook (BS-05) Age: 18-30 years Regular/Contract	(i) Secondary School Certificate (Second Division) or Equivalent qualification from a recognized board; and (ii) Two years post qualification relevant experience.	01
29.	Library Attendant (BS-05) Age: 18-30 years Regular/Contract	i) Secondary School Certificate (Second Division) or Equivalent qualification from a recognized board; and (ii) Certificate in Library Science.	02
30.	Bus Driver (BS-04) 18-30 Years Regular/Contract	(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' post qualification driving experience.	03
31.	Driver (LTV) (BS-04) 18-30 Years Regular/Contract	(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' post qualification driving experience.	01
32.	Plumber (BS-04) Age: 18-30 years Regular/Contract	(i) Secondary School Certificate (Second Division) or Equivalent qualification from a recognized board; and (ii) Diploma in the relevant field from recognized institute.	01
33.	Carpenter (BS-04) Age: 18-30 Years Regular/Contract	(i) Secondary School Certificate (Second Division) or Equivalent qualification from a recognized board; and (ii) Diploma in the relevant field from recognized institute.	01
34.	Chowkidar (BS-01) Age: 18-25 years Regular/Contract	(i) Literate Height of 5' 6"; and Chest of 32"-34"	06
35.	Naib Qasid (BS-01) Age: 18-25 years Regular/Contract	(i) Secondary School Certificate (Second Division) or Equivalent qualification from a recognized board.	10

GENERAL CONDITIONS

1. Candidates need to apply online through university e-portal <https://eportal.eum.edu.pk/> and submit:
 - i) Printed copy of the online application along with attested copies of required documents (certificates, degrees, testimonials, detailed marks certificates, transcripts, experience certificates with specific dates and publications) recent passport size photograph attached on form and complete biodata /CV in
 - ii) Attach 3 envelopes with postal address and will also provide the Mobile number/WhatsApp/email written on

for correspondence, and if any change in address, then must be communicated immediately to the Registrar, EUM.

2. Amount (non-refundable) as prescribed below can be deposited in any branch of the Bank of Punjab (BOP) in Account # **6510100673200079** with account title “**BOARD UNIVERSITY FUND EMERSON UNIVERSITY**”. The applicants must attach the original deposit slip with the application as proof of payment and mention the name of the post and discipline on the deposit slip

BS-1 to BS-4 Rs 500/- BS-5 to BS-15 Rs 1000/- BS-16 to BS-19 Rs 1500/- BS-20 Rs 3000

3. Persons already employed in any Government or Semi Govt. Organizations should submit their applications through proper channel. The requisite No Objection Certificate (N.O.C) from present employer must reach the Office of Registrar Emerson University Multan on or before the last date.
4. The University reserves the right:
 - i. Not to fill any vacancy without assigning any reason thereof.
 - ii. To short list the candidates where required on the basis of academic qualifications/test as may be prescribed by the University.
5. Incomplete applications or those received after the due date will not be entertained, even though posted before due date.
6. The applicant is advised that if the application submitted by him/her is incomplete, deficient in any respect or is not accompanied by any of the necessary documents which should be drawn up in a clear manner, it is liable to be summarily rejected unless the deficiency, if any, is made up by the applicant before the expiry of the last date for submission of applications.
7. The candidates will have to appear in the test/interview at their own cost without any obligation to the University.
8. Candidates applying for more than one post will submit separate application forms with necessary documents, complete in all respects.
9. **Foreign Degrees/Diplomas:** The university shall accept degrees/certificates/diplomas of those foreign universities or institutes only which have been recognized or attested by Higher Education Commission (HEC) of Pakistan and Inter Board Committee of Chairmen (IBCC).
10. The equivalence of foreign and local academic qualification as laid down by HEC or IBCC or other regulatory authority shall be accepted only. In case the candidate claims that his/her qualification is equivalent to prescribed qualification, the candidate will be required to submit equivalence of his/her qualification issued by the regulatory authority before closing date.
11. Application of candidate whose result is not officially announced by the University concerned, on or before closing date of advertisement, shall not be considered.
12. Candidates applying through quota as per the Govt. of the Punjab rules (Recruitment Policy 2021), should submit relevant documents/certificates for the claim of quota.
13. Three percent (3%) quota for disabled persons, 5% quota for Minorities (Non-Muslims) and 5% quota for women is reserved. If a person intends to apply against the specific quota(s), He/She must apply separately for the said quota, in addition to the application submitted on open merit. Candidates applying through quota as per the Govt. of the Punjab rules (Recruitment Policy 2021) should submit relevant documents/certificates for the claim of quota.

14. The University is not responsible if call letters are not received due to any lapse of Courier Agency/Post office/Telephonic Message/WhatsApp and email or given wrong address.
15. The University reserves the right to increase or decrease the number of advertised vacancies as per availability of Funds.
16. General age relaxation will be permissible as per Govt. policy.

NOTE: The applications must reach the Office of the Registrar, Emerson University Multan through courier services or registry only, on or before **03-07-2023** before 04:30 PM.

Registrar (**Convener**)
Emerson University Multan