



EMERSON UNIVERSITY MULTAN (Since 1920)

A symbol of Excellence, Innovation, and Integrity

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EXCELLENT CAREER OPPORTUNITIES (TEACHING & 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 as per minimum standards of HEC for Teaching posts. However, the criteria for Non-Teaching posts is mentioned against each post.

Teaching Staff

Associate Professor (BS-20) Age Limit (30-50 Years) Regular /Contract

Management Sciences (01), Chemistry (01), English Linguistics (01)

Assistant Professor (BS-19) Age Limit (25-45 Years) Regular /Contract

Computer Science (01) Data Science (01) Artificial Intelligence (02) Cyber Security (01) Education (01) Sociology (01) Environmental Science (02) Fashion Design (01) Textile Design (01) English Literature (02) English Linguistics (02) Chemistry (01) Mathematics (02) Zoology (02) Botany (01)

Lecturer (BS-18) Age Limit (21-35 Years) Regular /Contract

Information Technology (04) Artificial Intelligence (02) Software Engineering (02) Cyber Security (02) Computer Science (05) Chemistry (03) Environmental Science (02) English Linguistics (03) English Literature (03) Fashion Design (02) Textile Design (02) Mathematics (01) Statistics (01)

Non-Teaching Staff

Sr. No	Post Title	Qualification/Experience	Required Posts
1.	Project Director (BS-19) Age 35-50 years Regular/Contract	(i) B.Sc. (second division) in civil Engineering or equivalent qualification from an Institute or a university recognized by the Higher Education Commission. (ii) registered with Pakistan Engineering Council as Engineer in Civil; and (iii) twelve years' post qualification relevant experience; out of which four years' experience shall be related to management of works.	01
2.	Software Engineer (BS-18) Age 25-45 years Regular/Contract	(i) Master's degree or BS (second division) in Software Engineer or equivalent qualification from an Institute or a university recognized by the Higher Education Commission; and (ii) five years' post qualification relevant experience. (iii) Must be able to develop, analyze, and implement different software solutions and have Experience of Programming and Relational Database Management Systems like Oracle, MS SQL etc.	01
3.	Transport Officer (BS-17) Age 21-35 years Regular/Contract	(i) Master' degree or BS (second division) from an institute or a university recognized by the Higher Education Commission; and (ii) Two years' post qualification relevant experience in transport.	01
4.	Assistant Director (Purchase & Store) (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 a university recognized by the Higher Education Commission (experienced candidate in the relevant field will be preferred).	01

5.	Assistant Director Sports (BS-17) Age 21-35 years Regular/Contract		Master's degree or BS (second division) In Physical Education or Sports Sciences from an Institute or a university recognized by the Higher Education Commission (experienced candidate will be preferred).	01
6.	Estate Officer (BS-17) Age 21-35 years Regular/Contract	(i)	Master's degree or BS (second division) from an institute or a university recognized by the Higher Education Commission; and	01
		(ii)	two years' post qualification relevant experience.	
7.	Assistant Director (Academics) (BS-17) Age 21-35 years Regular/Contract	(i)	Master's degree or BS (second division) or equivalent qualification from an Institute or a university recognized by the Higher Education Commission.	01
		(ii)	Relevant experience in the field of educational management.	
8.	Assistant Librarian (BS-17) Age 21-35 years Regular/Contract	(i)	Master's 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 (experienced candidate will be preferred).	03
9.	Personal Secretary (BS-17) Age 21-35 years Regular/Contract	(i)	Master's Degree or BS (Second division) or equivalent qualification from an institute or a university recognized by the higher education commission; and	02
		(ii)	Hundred words per minutes' shorthand speed and;	
		(iii)	fifty words per minutes typing speed in English on computer.	
10.	Assistant (BS-16) Age 21-35 years Regular/Contract	(i)	Masters' degree or BS 4 Years (second division) in English or Management Sciences or Computer Science or Sociology or Public Administration or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and	08
		(ii)	five years' post qualification relevant experience in education.	
11.	Sports Supervisor (BS-14) Age 18-30 years Regular/Contract	(i)	Bachelor's degree or BS (second division) with Physical Education or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and	01
		(iii)	five years' post qualification experience of coaching.	
12.	Library Assistant (BS-14) Age 18-30 years Regular/Contract	(i)	Bachelor's degree (second division) In Library Science or equivalent qualification from an Institute or a university recognized by the Higher Education Commission; and	03
		(ii)	three years' post qualification relevant experience.	
			OR	
		(i)	Higher Secondary School Certificate (second division) from a recognized Board.	
		(ii)	certificate in Library Science	
		(iii)	knowledge of computer; and	
		(iv)	five years' post qualification relevant experience.	
13.	Supervisor Horticulture (BS-14) Age 21-30 years Regular/Contract		Master's degree or BS (second division) In Horticulture or equivalent qualification from an institute or a university recognized by the Higher Education Commission (experienced candidate will be preferred).	01

14.	Coach Male (BS-05) Age 18-30 years Regular/Contract	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) five years' post qualification relevant coaching experience at Board level.	01
15.	Coach Female (BS-05) Age 18-30 years Regular/Contract	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) five years' post qualification relevant coaching experience at Board level.	01
16.	Security Guard (Female) (BS-05) Age 18-30 years Regular/Contract	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) height = 5' 2". (experienced candidate will be preferred)	02
17.	Security Guard (Male) (BS-05) Age 18-30 years Regular/Contract	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; (d) two years are not passed after retirement; (e) height, 5' 6''; and (f) Chest = 32 -34.	20
18.	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.	03
19.	Maid (BS-05) Age: 18-30 years Regular/Contract	Secondary School (second division) or qualification from a Certificate equivalent recognized (experienced candidate will be preferred).	03
20.	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.	04
21.	Ground man (BS-02) Age 18-30 Years Regular/Contract	(i) Secondary School Certificates (second division) or equivalent qualification from o recognize Board; and (ii) five years' post qualification Relevant experience	01
22.	Sanitary Worker (BS-01) Age 18-25 Regular/Contract	Literate (experienced candidate will be preferred)	05
23.	Mali (BS-01) Age 18-25 Regular/Contract	Literate (experienced candidate will be preferred)	05
24.	Computer Lab Attendant (BS-01) Age 18-25 Regular/Contract	Secondary School Certificate (second division) with Computer Science from a recognized Board (experienced candidate will be preferred).	05

25.	Junior Lab Attendant (BS-01) Age 18-25 Regular/Contract	Secondary School Certificate (second division) with science from a recognized Board (experienced candidate will be preferred).	04
26.	Sweeper (BS-01) Age 18-25 Regular/Contract	Literate (experienced candidate will be preferred)	14
27.	Helper (Cook) (BS-01) Age 18-25 Regular/Contract	Literate (experienced candidate will be preferred)	03
28.	Helper (Carpenter) (BS-01) Age 18-25 Regular/Contract	Literate (experienced candidate will be preferred)	01
29.	Helper (Meson) (BS-01) Age 18-25 Regular/Contract	Literate (experienced candidate will be preferred)	01
30.	Helper (Electrician) (BS-01) Age 18-25 Regular/Contract	Literate (experienced candidate will be preferred)	01
31.	Helper (Plumber) (BS-01) Age 18-25 Regular/Contract	Literate (experienced candidate will be preferred)	01

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. However, four (04) complete copies (in bound form) must be submitted for the post of Associate Professor.
- ii) Three (03) 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 # **6510100673200408** with account title “**Emerson University Multan**”. 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 **02-09-2024** before 04:00 PM.

(Dr. Muhammad Farooq)
Registrar