



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 are mentioned against each post.

Teaching Staff

Professor (BS-21) Age Limit (35-50 Years) Regular/ Contract

Computer Science (01), English (01), Management Sciences (01), Sociology (01), Zoology (01)

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

Accounting & Finance (01), Chemistry (01), English Literature (01), Management Sciences (01)

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

Artificial Intelligence (01), Chemistry (01), English Linguistics (01), Software Engineering (01)

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

Artificial Intelligence (04), Computer Science (01), Data Science (01), English Linguistics (03), English Literature (03), Management Sciences (03)

Non-Teaching Staff

Sr. No	Post Title	Qualification/ Experience	Required Posts
1	Additional Controller of Examinations (BS-19) Age 35-50 years Regular/ Contract	<p>i) (a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) Eight years' experience in the relevant field from a public or private institute or university or recognized by Higher Education Commission or public sector organization; or</p> <p>ii) (a) Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) ten years' experience in the relevant field from a public or private institute or university or recognized by Higher Education Commission or public sector organization.</p>	01

02	Deputy Director (Planning and Development) (BS-18) Age 25-45 years Regular/ Contract	i) (a) MS or M.Phil. in Economics or Engineering or Management Sciences or Social Sciences or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) Three years' post qualification experience in the relevant field; or ii) (a) Master's degree or BS (four years) (second division) in Economics or Engineering or Management Sciences or Social Sciences or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) Five years' post qualification experience in the relevant field.	01
03	Assistant Engineer (Civil) (BS-17) Age 21-35 years Regular/ Contract	i) B.Sc. (second division) in Civil Engineering or equivalent qualification from an institute or university recognized by Higher Education Commission; and ii) Registered with Pakistan Engineering Council as Engineer in Civil.	01
04	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. (SAP experience will be preferred)	01
05	Protocol Officer (BS-17) Age 21-35 Years Regular/Contract	i) Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and ii) Two years' experience in the relevant field.	01
06	Senior Sub-Engineer (Civil) (BS-16) Age 21-40 years Regular/Contract	i) Diploma of Associate Engineering in Civil Engineering from a recognized institute; and ii) Ten years' experience in the relevant field.	01
07	Personal Assistant (BS-16) Age 21-35 Years Regular/Contract	i) BS (four years) (second division) in English or Management Sciences or Computer Science or Sociology or Public Administration or equivalent qualification from an institute or university recognized by Higher Education Commission; and ii) Five years' experience in the relevant field.	02

08	Teaching Assistant (BS-16) Age 21-35 Years Regular/Contract	Master's degree or BS (4 years) (second division) or equivalent qualification in the relevant subject (BSCS/IT or in any computer program) from an institute or university recognized by Higher Education Commission.	Total: 12 Open Merit: 10 Minority Quota: 01 Women Quota: 01
09	Assistant (BS-16) Age 21-35 Years Regular/Contract	i) Master's degree or BS (4 years) (second division) in any discipline or equivalent qualification from an institute or university recognized by Higher Education Commission; and ii) five years' experience in the Microsoft Office.	Total: 04 Open Merit: 03 Minority Quota: 01
10	Computer Operator (BS-15) Age 18-30 Years Regular/Contract	(i) (a) Bachelor's degree (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; (b) three months computer training course or diploma in MS Office from a recognized institute; and; (c) speed of forty words per minutes of typing speed on computer in English. or (ii) (a) BCS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) speed of forty words per minutes of typing speed on computer in English	03
11	Bus Driver (BS-04) Age 30-45 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; and iii) Five years' experience in the relevant field.	03

GENERAL CONDITIONS

- Candidates need to apply online through university e-portal <https://eportal.eum.edu.pk/> and submit:
 - 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 posts of Professor and Associate Professor.
 - 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.
- 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 15 Rs 1000/-, BS-16 to BS-19 Rs 1500/-,
BS-20 Rs 3000/-, BS-21 Rs 4000/-

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 the 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 through posted before the due date.
6. The applicant is advised that if the application submitted by him/her is incomplete, deficient in any aspect 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 application.
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 aspects.
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 Boards Coordination Commission (IBCC).
10. The equivalence of foreign and local academic qualifications 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 candidates 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. 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 **23.05.2025** before 04:00 PM.

(Dr. Muhammad Farooq)
Registrar