



**Aror University of Art, Architecture, Design & Heritage, Sukkur
Directorate of Human Resource**

ELIGIBILITY CRITERIA FOR NON-TEACHING POSITIONS

CAREER OPPORTUNITIES-MARCH-2024

S.No	Name of the Post & Pay scale	Qualification & Experience
01	Additional Director Finance (BPS-19 Equivalent) Max age. 55Y	Qualification: Chartered Accountant/ACCA//ICMA/Master's Degree (Finance / Accounting) in first division or equivalent qualification from HEI recognized by the HEC. Experience: Minimum 10 years of relevant experience in the position of handling financial matters in Government/Semi Government/Autonomous bodies or any reputable organization. Experience in HEIs
02	Additional Director Planning and Development (BPS-19 Equivalent) Max age. 55Y	Qualification: MS/MPhil/Master's Degree/M. E in /Public Administration/Business Administration/Project Management/Commerce/ Civil Engineering or any related (18 years of education) from HEC recognized university. Experience: Minimum (05) years of experience in planning and development, project management in Government or Government Autonomous Organization, University, Board, College, or any reputed organization. OR Qualification: MA/M.Sc./Bachelors/MBA (16 years of education) preferably in first class, or equivalent qualification from a HEC recognized University. Experience: Minimum (10) years of experience in planning and development, project management in Government or Government Autonomous Organization, University, Board, College, or any public sector organization
03	Deputy Manager Admission (BPS-18 Equivalent) Max age. 50Y	Qualification: MS/MPhil/Master's Degree in Public Administration/Business Administration/Commerce or any related (18 years of education) from HEC recognized university. Experience: Minimum (05) years of administrative experience in Government or Government Autonomous Organization, University, Board, College OR Qualification: MA/M.Sc./Bachelors/MBA (16 years of education) preferably in first class, or equivalent qualification from a HEC recognized University. Experience: Minimum (08) years of administrative experience in Government or Government Autonomous Organization, University, Board, College.



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04	Assistant Manager – Marketing & Communications (BPS-17) Max age: 40Y	<p>Qualification: M.A./M.Sc./BBA/MBA (16 years of education) or equivalent qualification from HEC recognized university.</p> <p>Experience: Minimum (03) years of experience in the position of handling marketing/sales/communication in Government or Government Autonomous bodies or any reputable organization.</p>
05	Assistant Director-Student Financial Aid (BPS-17 Equivalent) Max age: 40Y	<p>Qualification: M.A./M.Sc./ BBA/MBA preferably in First Class, or equivalent qualifications from HEC recognized university.</p> <p>Experience: Minimum (03) years of experience in the position of handling administration/financial aid/student scholarships/general management in Government or Government Autonomous bodies or any reputable organization.</p>
06	Assistant Controller of Examination (BPS-17 Equivalent) Max age: 40Y	<p>Qualification: M.A./M.Sc./Bachelor degree (16 years of education) preferably in First Class, or equivalent qualifications from HEC recognized University. Candidate must be well versed of IT System used for assessment and examination system.</p> <p>Experience: Minimum (03) years of administrative experience in Government or Government Autonomous bodies or any reputable organization.</p>
07	Security Officer (BPS-17 Equivalent) Max 45Y	<p>Qualification: M.A./M.Sc./Bachelor degree (16 years of education) or equivalent qualifications from HEC recognized university.</p> <p>Experience: Minimum (05) years of experience in administrative and management of security duties/service in Army/Navy/Air Force or any military or para-military forces in Pakistan. However, Armed forces retired officers in the rank of second Lieutenant/Lieutenant/Major with desired qualification shall be given preference.</p>
08	Assistant Engineer-Electrical (BPS-17 Equivalent) Max age: 40Y	<p>Qualification: Bachelor of Engineering-Electrical (16 years of education) preferably in first class or equivalent qualifications from a HEC/PEC recognized University.</p> <p>Experience: Minimum (03) years of relevant experience in Government or Government Autonomous bodies or any reputable organization.</p>
09	Sub-Engineer-Electrical (BPS-14 Equivalent) Max age: 40Y	<p>Qualification: B.E / DAE in Electrical 1st class from PEC/HEC recognized degree awarding institute/university.</p> <p>Experience: Minimum (02) years of relevant experience in Government or Government Autonomous bodies or any reputable organization.</p>



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10	Security Supervisor (BPS-12 Equivalent) Max age: 45Y	<p>Qualification: Minimum BA/BSc/Bachelor degree (14 years of education) or equivalent qualifications from HEC recognized university.</p> <p>Experience: Minimum (05) years of experience in security duties/service in Army/Navy/Air Force or any military or para-military forces in Pakistan (Retired staff from Forces).</p>
11	Lab Assistant (BPS-12 Equivalent) Max age: 35Y	<p>Qualification M.Sc./MSC/BCS/BE (16 years of education) from HEC recognized university.</p> <p>OR BA/BSc/B.Cm degree (at least 2nd Division) from HEC recognized institute and DAE (two years) from technical board..</p> <p>Experience: Minimum (02) years of work experience in good repute organization and sound knowledge of IT tools including MS office.</p>
12	LAN Technician (BPS-11 Equivalent) Max age: 35Y	<p>Qualification: BA/BSc/B. Com/bachelor's degree (at least 2nd Division) from HEC recognized institute certificate/course of LAN/LAB from recognized Institute and DAE (two years) from technical board.</p> <p>Experience: Minimum (02) years of work experience in good repute organization and sound knowledge of LAN/LAB Technical Work</p>
13	Computer Operator (BPS-12 Equivalent) Max age: 35Y	<p>Qualification: Minimum M.Sc./MSC/BCS/BE in Computer Science/IT/Computer Engineering (16 years of education) from HEC recognized university</p> <p>OR Bachelor's degree (at least 2nd Division) with one year diploma in IT from recognized institute/SBTE.</p> <p>Experience: Minimum (01) year experience in similar capacity in public or good private reputed organization.</p>
14	Receptionist – Female (BPS-12 Equivalent) Max age: 35Y	<p>Qualification: Bachelor's degree (at least 2nd Division) with six weeks basic IT course (CIT) including MS office from recognized institute/SBTE.</p> <p>Experience: Minimum (02) years of work experience in well reputed public or private organization.</p>
15	Electrician (General) (BPS-11 Equivalent) Max age: 45Y	<p>Qualification: Minimum DAE in Electrical/Intermediate degree with one-year Electrical Certificate/Course from recognized institute/SBTE.</p> <p>Experience: Minimum (02) years of relevant experience in Government or Government Autonomous bodies or any reputable organization.</p>
16	Electrician-HAVC (BPS-11 Equivalent) Max age: 45Y	<p>Qualification: Minimum DAE in Electrical/Intermediate degree with HAVC Certification/Course from recognized institute/SBTE.</p> <p>Experience: Minimum (02) years of relevant experience in Government or Government Autonomous bodies or any reputable organization.</p>



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17	Photographer (BPS-11 Equivalent) Max age: 35Y	Qualification: Minimum Intermediate degree (at least 2nd Division) from recognized Board with command of Photoshop/In page/Photo or Video editing software's. Candidates with additional/relevant expertise in modern software's of photography/film making tools shall be given preference. Experience: Minimum (02) years of relevant experience in Government or Government Autonomous bodies or any reputable organization/studios.
18	Telephone Operator (BPS-11 Equivalent) Max age: 35Y	Qualification: Intermediate degree (at least 2nd Division) from recognized Board Experience: Minimum (02) years of relevant experience in Government or Government Autonomous bodies or any reputable organization.
19	Carpenter (BPS-05 Equivalent) Max age: 35Y	Qualification: Secondary/Primary from recognized school. Experience: Minimum (02) years of relevant experience in Government or Government Autonomous bodies or any reputable & recognized workshop/company/contractor/organization.

INSTRUCTIONS:

- To apply, please visit website <https://aror.edu.pk/careers> for eligibility criteria and position requirements. Those applicants who strictly meet the criteria should apply. The completion of final/required degree is mandatory.
- Applications should include a **non-teaching application form** (downloaded from the website <https://aror.edu.pk/careers>), a detailed resume, two latest photographs, duly attested photocopies of the certificates/ degrees, names and contact of two professional referees (not relative), Equivalence of qualification by HEC (in case of Foreign Degree), along with payment of **PKR 3000/- for S.No 01 to 08** and **Rs 1000/- for S. No 09 to 19** through Bank Challan /DD (nonrefundable) in favor of the Aror University of Art, Architecture, Design & Heritage.
- Candidates who are already serving in Government/Semi-Government and Autonomous bodies should apply through proper channel with NOC from their employer and should submit the same along with the application. Late or Incomplete shall not be considered. Therefore, all documents e.g. degrees, certificates, NOC, and referees should be submitted along with the application.
- Only shortlisted candidate who meet the criteria shall be contacted for Demo/Written Test/Interview on the mailing address. No TA/DA shall be admissible for Demo/Written Test/Interview. Providing fake/fabricated data shall disqualify during/after hiring.
- Application must reach the office of the Director Human Resources on or before **March 20, 2024, by 05:00 PM** during the office hours (CoB) via registered postal/courier service only.
- The University reserves the right to cancel advertisement as part or whole, at any time of the recruitment process with or without assigning any reason.

(Director Human Resources)

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