

UNIVERSITY OF AGRICULTURE, FAISALABAD
(SITUATION VACANT)

Applications are invited from Pakistani Nationals who are not married to a Foreign National, on the Prescribed Form available on **University Website at <http://www.uaf.edu.pk>** for the following posts for making appointments on regular basis with the prescribed qualifications/criteria as indicated below:-

I. ONE REGISTRAR (BPS-19):

QUALIFICATIONS:

- "i) (a) Ph.D. from an institute or university recognized by Higher Education Commission with eight years' post qualification experience in administration or teaching; or
- (b) MS or M.Phil. from an institute or university recognized by Higher Education Commission with ten years' post qualification experience in administration or teaching at post of BS-17 or above, or equivalent; or
- (c) Master's degree from an institute or university recognized by Higher Education Commission with twelve years' post qualification experience in administration or teaching at post of BS-17 or above, or equivalent; and
- ii) Age Limit: 35 - 55".

II. ONE CONTROLLER OF EXAMINATIONS (BPS-19):

QUALIFICATIONS:

- "i) (a) Ph.D. from an institute or university recognized by Higher Education Commission with eight years' post qualification experience in administration or teaching; or
- (b) MS or M.Phil. from an institute or university recognized by Higher Education Commission with ten years' post qualification experience in administration or teaching at post of BS-17 or above, or equivalent; or
- (c) Master's degree from an institute or university recognized by Higher Education Commission with twelve years' post qualification experience in administration or teaching at post of BS-17 or above, or equivalent;
- ii) Fully conversant with annual as well as semester examination system of a university; and
- iii) Age Limit: 35 - 55".

III. ONE DEPUTY REGISTRAR (BPS-18):

QUALIFICATIONS:

"Bachelor's Degree (at least 2nd Division) from a recognized University combined with seven years office experience including at least three years experience in Scale-17 in a University or a Government or a Semi-Government Organization or Educational Institution".

IV. ONE ESTATE OFFICER (BPS-17):

QUALIFICATIONS:

"B.Sc.(Hons.) Agri. with Horticulture major OR Master's degree (16 years of Schooling) at least 2nd Division with five years experience in the Estate Management".

V. TWO RESEARCH ASSISTANT (BPS-16):

QUALIFICATIONS: Master's degree at least in 2nd division **OR** B.Sc.(Hons.).

Minimum/Maximum Age Limit: 18-35 years.

GENERAL CONDITIONS

1. **One copy/set of application is required on Prescribed Form for the posts of Registrar (BPS-19) & Controller of Examinations (BPS-19) and on plain paper along with complete Biodata/CV for other posts** with attested copies of all required relevant educational documents/certificates, degrees, HEC equivalence certificates (for foreign degree holders only), character certificates, testimonials, detailed marks certificates, provisional certificates, transcripts, relevant experience certificates with specific dates, CNIC etc. and Bank Deposit Slips.
2. The applicants shall pay job application processing fee (**non-refundable**) amounting to Rs.1000/- for the posts of BPS-17 & above and Rs.500/- for the posts of Research Assistant (BPS-16) in Account No.3168442750 (IBAN: PK19NBPA0549003168442750) of National Bank of Pakistan, University of Agriculture, Faisalabad Branch (Code-0549) title "VC University of Agriculture, Faisalabad" from any **National Bank of Pakistan Branch of the Country on the Credit Slip of the said Branch (only)** after mentioning the name of the post.
3. Persons already employed in any Government or other organizations should submit their applications through proper channel. Advance copies may, however, be sent to save time. The requisite No Objection Certificate from present employer must reach in the Office of the Director-HR (Personnel/Establishment Section) before or on the last date for receipt of applications or on the date of interview, failing which such candidates will not be allowed to appear for interview.
4. All Government Employees who intend to apply for any post through proper channel shall clarify through the Heads of their attached Departments that there is no pending enquiry/ outstanding dues against them. Moreover, there are no adverse remarks in any of their Annual Confidential Reports. These conditions are necessary for grant of Departmental Permission Certificate/No Objection Certificate (NOC). The ACRs grading for the last five years may also be recorded in the forwarding letter.
5. The existing University employees studying abroad will be considered in absentia. The candidates who are living abroad and unable to appear before the Selection Board, their interviews will be conducted by the Selection Board through Video Conferencing.
6. Three percent (3%) quota is reserved for disabled persons, 5% quota for Minorities (Non-Muslims) and 15% quota for women. Applicant must identify the quota in his/her application, if he/she is eligible for quota. Females can apply, if eligible for the post applied for.
7. The employee entering the service of the University of Agriculture, Faisalabad on regular basis on or after 1st July, 2023 shall be governed under the Contributory Provident Fund (CPF) instead of "The University of Agriculture, Faisalabad Employees (Pension) Statutes, 1968".
8. The University reserves the right;
 - i. not to fill any vacancy without assigning any reason thereof or consider a person for appointment in a lower cadre against the posts advertised.
 - ii. to short list the candidates where required on the basis of academic qualifications/test as may be prescribed by the University.
 - iii. to increase or decrease the number of vacancies as per availability of funds.
 - iv. to appoint any person in either Main Campus or any Sub-Campus.

9. The University shall not be responsible upon delayed/non-receipt of Call Letters due to any lapse of Courier Agency/ Post Office etc.
10. Only eligible candidates will be invited for test/interview. No TA/DA would be admissible when called for test/interview.
11. Preference will be given to candidates for the Deputy Registrar post who have extensive experience handling cases in the court of law.
12. Incomplete applications or those received after due date will not be entertained. The applications should reach in the **Office of the Director-HR (Personnel Section) for the posts of Registrar (BPS-19) & Controller of Examinations (BPS-19) and the applications for other posts in the Establishment Section, University of Agriculture, Faisalabad** by **30.07.2026** during office hours.

Sd/-
DIRECTOR (HR)

10. APPLIED FOR QUOTA, IF ANY (DISABLE/MINORITY/WOMAN) _____

11. DOMICILE DISTRICT _____

12. NATIONALITY OF: (a) Self _____

(b) Spouse _____

13. **EDUCATIONAL QUALIFICATIONS**

(a) **Secondary School and Intermediate or equivalent**

Certificate obtained	Institution attended	Registration No.	Years attended		Division	Percentage	Marks Obtained	Total Marks	Major Subject
			From	To					

(b) **University**

Degrees obtained	Name & Place of University & College	Registration No.	Years attended		CGPA	Division/ Percentage	Marks Obtained	Total Marks	Major Subject
			From	To					

(c) **Post-Doctorate**

Certificate / Diploma obtained	Name and Place of Institution	Years attended		Major Subject/ Specialization
		From	To	

14. **NUMBER OF STUDENTS GUIDED** (duly verified by the concerned Controller of Examinations)

	M.Sc. or equivalent	M.Sc. (Hons.)/M.Phil	Ph.D.
As major Supervisor			
As committee Member			

15. **DISTINCTION**

i) Position/Medal/Award (Academic/Civil) _____

ii) Professional awards (Govt./Institution/Society) _____

iii) Sports (Interversity/National/International) _____

iv) Extra Curricular _____

16. **COURSES TAUGHT** (During last three years)

Course No. / Title	Year	Independent	Joint

17. **RESEARCH** (Give particulars of all the research completed)

Title of research	Period		Professor	Institution
	From	To		

18. **PUBLICATIONS**

- (a)
- List of Research Papers Published in HEC Recognized Journals only (Attach Reprints)
(duly verified by the concerned ORIC Office)**

S.No	Authors	Year	Title	Name of Journal with Volume and Page No.	ISSN No.	Category

- (b)
- List of International Research Papers Published in Journals having Impact Factor
(Attach Reprints) (duly verified by the concerned ORIC Office)**

S.No	Authors	Year	Title	Name of Journal with Volume and Page No.	ISSN No.	Impact Factor

- (c)
- List of Books (Text/Edited) bearing ISBN No. (Attach Title Page & Contents)
(duly verified by the concerned ORIC Office)**

S.No	Author(s)	Year	Title	ISBN No.	Name of Publisher

- (d)
- List of Proceedings (Attach Title Page & Contents)
(duly verified by the concerned ORIC Office)**

S.No	Author(s)	Year	Title	Name of Publisher

- (e)
- List of Manuals (Attach Title Page & Contents)
(duly verified by the concerned ORIC Office)**

S.No	Author(s)	Year	Title	Name of Publisher

- (f)
- List of Monographs (Attach Title Page & Contents)
(duly verified by the concerned ORIC Office)**

S.No	Author(s)	Year	Title	Name of Publisher

- (g)
- List of Book Chapters bearing ISBN No. (Attach Title Page & Contents)
(duly verified by the concerned ORIC Office)**

S.No	Author(s)	Year	Title	ISBN No.	Name of Publisher

- (h)
- List of Research Projects completed as P.I. other than promotion of Research
(Attach Title Page) (duly verified by the concerned ORIC Office)**

S.No	Project Title	Funding Agency	Amount	Duration	As PI/ Co-PI	Present Status

- (i)
- List of Research Projects completed as Co-PI other than promotion of Research
(Attach Title Page) (duly verified by the concerned ORIC Office)**

S.No	Project Title	Funding Agency	Amount	Duration	As PI/ Co-PI	Present Status

19. **FOREIGN LANGUAGES** (Extent of Proficiency)

Language	Reading	Writing	Spoken

20. **MEMBERSHIP OF LEARNED SOCIETIES** (Name and nature of membership)

22. **COUNTRIES VISITED**

Country	Duration		Purpose
	From	To	

23. Do you possess all the qualifications mentioned in the advertisement? (Yes / No). _____

24. Minimum pay acceptable _____

25. Have you suffered or suffering any physical disability. If yes, attach Medical Certificate.

26. If you are under liability to repay money to any institution or person, state the particulars.

27. Have you obtained the explicit permission of your present employer to apply for this post?

28. Write name and designation of your employer whom should write of your Confidential Record.

29. Time required before joining the post _____

30. List of all documents attached with the application _____

31. **BANK CREDIT SLIP (Attached Original)**

AMOUNT	CREDIT SLIP NO.	DATE	BANK NAME	BRANCH/CITY

DECLARATION

I certify that the statement made by me in this application are true to the best of my knowledge and belief, and that I hold myself responsible for any discrepancy.

Date _____

SIGNATURE OF THE APPLICANT