



# UNIVERSITY OF ENGINEERING AND TECHNOLOGY MARDAN

## Walk in Interview

Dated: 12/11/2022

The University of Engineering and Technology Mardan is seeking for suitable candidates against the below mentioned positions purely on fixed pay basis Initially for a period of six (06) months, extendable up to one (01) year. The requisite qualification and experience are given against each post:-

#	Title of Post	No. of posts	Minimum Qualification & Experience
1.	Senior Establishment Officer (Fixed Pay Rs. 125000/- PM)	01	First division Master's degree in Human Resource Management with 12 years' experience of Personnel Management in a University or Government Department or Autonomous Organization; <b>OR</b> Second Class Master's degree in Human Resource Management with 17 years' experience of Personnel Management in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.
2.	<b>Litigation Officer</b> (Fixed Pay Rs. 60,000/- PM)	01	BA/LLB First division or BA/LLB 2nd division with 05 years relevant experience in handling court cases having registered as Advocate with Bar Council.
3.	<b>In-charge Store</b> (Fixed Pay Rs. 55,000/- P.M)	01	First Class Bachelor's Degree (4 Years)/First Class Master Degree awarded after 16 years of Education in Computer Science / Information Technology from an HEC recognized University / institution with Two years' Experience of Computer Networking. <b>OR</b> Second Class Bachelor's Degree (4 Years)/Second Class Master Degree awarded after 16 years of Education in Computer Science / Information Technology from an HEC recognized University / institution with seven years' Experience of Computer Networking.
4.	<b>Assistant Purchaser</b> (Fixed Pay Rs. 55,000/- P.M)	01	First division Masters or equivalent qualification. Or 2nd Class Maters or equivalent qualification with 05 years practical experience.
5.	<b>Media Person</b> (Fixed Pay Rs. 50,000/-) P.M.	01	Intermediate with at least second division with five years relevant experience.

6.	<b>Assistant (Office)</b> Fixed Pay Rs. 45000/- P.M.	01	Second class Bachelor's Degree <b>(16-year Education)</b> from a recognized University.
7.	<b>Assistant</b> Fixed Pay Rs. 40000/- P.M.	01	Second class Bachelor's Degree <b>(14-year Education)</b> from a recognized University.
8.	<b>Sub-Engineer (Works)</b> (Fixed Pay Rs. 400,000/-) P.M.	01	Three years Diploma in Civil Engineering with 3 years relevant experience.
9.	<b>Lab Technician</b>  Deptt: of Mechanical Engineering-  Fixed Pay Rs. 30000/- P.M.	02	Three (03) years Diploma in relevant field with at least 2 <sup>nd</sup> division from recognized Board of technical Education with 03 years' experience in relevant field.
10.	<b>Lab Caretaker</b>  i. Deptt: of Mechanical Engineering-01 ii. Deptt: of Civil Engineering-02  Fixed Pay Rs. 25000/-P.M.	03	Matric in Science with at least 2 <sup>nd</sup> division from recognized board of intermediate and secondary education.
11.	<b>DRIVER</b> Transport Section Fixed Pay Rs. 30000/-	01	<ul style="list-style-type: none"> <li>• Matric in at least 2nd division with a valid HTV license and having 5 years' experience of driving heavy transport OR</li> <li>• Literate with a valid HTV license and having 10 years' experience of driving heavy transport.</li> </ul>
12.	<b>Runner</b> i. Deptt: of Mechanical Engineering ii. Store Section  Fixed Pay Rs. 25000/-P.M.	02	Matriculate in at least 2nd division OR literate with 05 years relevant experience.

**Note:**

1. The test/Interview will be conducted at the Conference Room of UET Mardan on 23<sup>th</sup> of November, 2022 at 10:00 A.M
2. Interested candidates, who fulfill the required criteria, may appear for walk-in-test/interviews as per scheduled date and time along-with duly filled application form (available on the University website, [www.uetmardan.edu.pk](http://www.uetmardan.edu.pk)).
3. Attested/Verified photocopies of educational testimonials (Degrees/Certificates, Transcripts/DMCs), Experience Certificates, copy of CNIC, one recent photograph along with original bank receipt must be attached with the application form.
4. The candidates applying for more than one post are required to submit separate application form along-with original Bank receipt for each post.
5. The relevancy of Experience Certificates provided shall be evaluated/ assessed by the Selection Committee.
6. Only those qualifications, experiences, etc. will be considered, if documentary proof is attached at the time of submission of application.
7. Original documents along with CNIC and domicile must be produced at the time of interview.
8. Incomplete application forms/documents shall be rejected without intimation to the applicants.
9. In-service candidates must apply through proper channel. They must also submit No Objection Certificate from their concerned departments/organizations along with their application forms.
10. In-case any educational document or any other document provided by the applicants is found incorrect/fake/tampered at any stage, the candidate will stand disqualified immediately and Legal action shall be taken against him/her.
11. The engagement will be governed by the terms and conditions mentioned in the letter of appointment/offer.
12. The candidate having foreign degree/certificate shall provide Equivalency Certificate from HEC, Pakistan.
13. The applications will be processed as per Act, Statutes, Rules, Regulations and procedure followed by UET Mardan.
14. Contact number, Postal and Email address must be written clearly on application form. Any change in contact detail must be reported immediately to the Registrar office.
15. The University reserves the right to cancel, postponed, increase and decrease or not to fill any of the advertised position(s) without assigning any reason.
16. Territorial Jurisdiction/limits as per Government of Khyber Pakhtunkhwa is applicable on advertised positions.
17. For latest updates visit the University website.
18. No TA/DA will be given for test/interview.
19. Errors, if any, are liable to rectification by the University.

**REGISTRAR,**  
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