



## THE UNIVERSITY OF AZAD JAMMU AND KASHMIR

The University of Azad Jammu & Kashmir requires the services of suitable candidates from Azad Jammu & Kashmir nationals, for the following posts/positions on contract/ CPS basis available in the University of Azad Jammu & Kashmir, Muzaffarabad:

1. **Data Entry Operator**, 06 posts on CPS, Rs: 15000/- per month, Open Merit  
**Qualification:** (i) At least 2<sup>nd</sup> Class Bachelor Degree from HEC recognized University with certificate course of one year duration in computer operation from a recognized institute. (ii) Having speed of 60 w.p.m. in typing both Urdu and English; full command on Microsoft Word, Inpage, Excel and Power Point. **Age:** 18-35 years.
2. **Senior Clerk**: 03 Posts on CPS, Rs: 15000/- per month, Open Merit  
**Qualification:** At least 2<sup>nd</sup> class Bachelor degree from HEC recognized University with typing speed of 40 w. p. m Urdu or English; *should* be well versed in Microsoft Word, In-page and Excel. **Age:** 18-35 years.
3. **Laboratory Assistant**: 03 Posts on CPS, Rs: 14000/- per month, Open Merit  
**Qualification:** At least F. Sc. 2<sup>nd</sup> division. **Age:** 18-35 years.
4. **Library Attendant**, 03 Posts, Rs: 13000/- per month, Open Merit  
**Qualification:** At least Matric. **Age:** 18-35 years.
5. **Laboratory Attendant**: 02 Posts on CPS, Rs: 13000/- per month, Open Merit  
**Qualification:** At least Matric (with Science subjects). **Age:** 18-35 years.
6. **HTV Cleaner BPS-1**: 02 Posts (contract) Open Merit  
**Qualification:** (i) Middle (ii) Physical Fitness Certificate. **Age:** 18-35 years.
7. **Stretcher Carrier BPS-1**: 01 Post (contract) Open Merit  
**Qualification:** At least Middle with five year experience in the relevant field. **Age:** 18-35 years.
8. **Naib Qasid BPS-1**: 03 Posts (contract) & 03 posts on CPS, Rs: 13000/- per month, Open Merit  
**Qualification:** (i) At least Middle (ii) Physical fitness certificate. **Age:** 18-35 years.
9. **Imam Masjid**: 01 Post on CPS, Rs. 14000/- per month, Open Merit  
**Qualification:** Shadat-ul-Almia (Jayyad) or equivalent qualification from a recognized institution.  
**Age:** 18-35 years.
10. **Khadim Masjid**: 01 Post on CPS, Rs: 13000/- per month, Open Merit  
**Qualification:** A person who can read the Quran and having knowledge in the respective field.  
**Age:** 18-35 years.
11. **Driver**: 06 posts on CPS, Rs: 13000/- per month, Open Merit  
**Qualification:** (a) Middle (Matric preferable) (b) Valid HTV with PSV License Holder with at least five years' experience (c) Physical Fitness certificate. **Age:** 18-35 years.
12. **Sweeper**: 05 Posts on CPS, Rs: 13000/- per month, Open Merit  
**Age:** 18-35 years.
13. **Plumber**: 01 Post on CPS, Rs: 13000/- per month, Open Merit  
**Qualification:** Matric having certificate from recognized Vocational Training Institute with at least 3 years practical experience in the relevant field. **Age:** 18-35 years.
14. **Gardner (Mali)**: 02 Posts on CPS, Rs: 13000/- per month, Open Merit  
**Qualification:** (i) At least Matric having training in the relevant field. (ii) Physical fitness certificate. **Age:** 18-35 years.

Interested candidates fulfilling the eligibility criteria are advised to submit their applications on plain paper with attested photo copies of all relevant academic documents and National Identity Card to the Registrar Office, University of AJK, Chehla Campus, Administration Block, Muzaffarabad on **05-10-2021 (Tuesday)**, positively. Typing test for the posts at Sr. No. 01 and 02 will be held as per following schedule:

Sr. #	Test/ Interviews	Date & Reporting Time	Venue
1.	Typing Test (Urdu and English) for Data Entry Operator	<b>09-10-2021 (Saturday)</b> <b>09:00 am</b>	Department of Software Engineering, Chehla Campus
2.	Typing Test (Urdu or English) for Senior Clerk	<b>10-10-2021 (Sunday)</b> <b>09:00 am</b>	

Only eligible and qualified candidates shall be called for interview through their cell numbers (Cell number must be written on application).

**[Prof. Dr. Ayesha Sohail]**  
Registrar  
Ph. No. Off. 05822-960418