



# SINDH AGRICULTURE UNIVERSITY TANDOJAM

No. HRM/SAU Campus-Umerkot/4292 /of 2022

Dated: 08/12/2022

## VACANCY ANNOUCEMENT

Sindh Agriculture University Tandojam needs following 'non-faculty staff' for project titled 'Establishment of SAU, Campus at Umerkot' being funded by the Government of Pakistan through PSDP of the Higher Education Commission (HEC), Islamabad. All the positions are purely on contract basis, initially for a period of one (01) year and extendable further up-to completion of the project, provided extension will be made on the satisfactory performance. In this context, applications are invited on prescribed Application Form, from eligible candidates, having domicile of Sindh Province possessing required qualifications, experience, skills etc as mentioned against each.

Sr. #	Name of Post	No. of Vacancies and Quota	Required Qualification & Experience	Age limit
1.	<b>Security Supervisor (BPS-16)</b>	Merit = 01	At least 2nd Class Bachelor's degree from a HEC recognized University with service experience in security management/ supervisory affairs. Persons from uniformed forces are also eligible.	18-28 years
2.	<b>IT Assistant (BPS-14)</b>	Merit = 01	At least 2nd Class Bachelor's degree in Computer Science/Information Technology from a HEC recognized University. The candidate must possess technical skills in Trouble Shooting, Installation and Management of Computer accessories.	18-28 years
3.	<b>Junior Clerk (BPS-11)</b>	Merit = 02 Differently Abled Person = 01 Minority = 01 Female = 01	At least 2 <sup>nd</sup> class/ C grade Intermediate from a recognized Board of Education with thirty words per minute speed in computer typing test. Computer literate and proficiency in MS office is a prerequisite.	18-28 years
4.	<b>Library Assistant (BPS-11)</b>	Merit = 01	At least 2 <sup>nd</sup> class Bachelor's degree in library science management from HEC recognized University/ Institution <b>OR</b> 2 <sup>nd</sup> class Bachelor's degree, with one year diploma course in Library Science Management.  Computer proficiency in MS office is a prerequisite.	18-28 years
5.	<b>Daftri (BPS-05)</b>	Merit = 02 Differently Abled Person = 01 Minority = 01	Matriculation with knowledge of book keeping and maintenance of office record.	18-28 years
6.	<b>Cook (BPS-05)</b>	Merit = 01	Able to read & write having 05 year's experience of cooking in any reputable hotel or in any public/ private organization.	18-28 years

12/12

7.	<b>Naib Qasid/ Laboratory Attendant (BPS-01)</b>	Merit = 02 Differently Abled Person = 01 Minority = 01	Able to read & write in Sindhi, Urdu, English.	18-28 years
8.	<b>Labor/ Malhi (BPS-01)</b>	Merit = 03 Minority = 01	Able to read & write with good health and experience in field labor work, gardening etc	18-28 years
9.	<b>Block Servant (BPS-01)</b>	Male = 02 Female = 01	Able to read & write.	18-28 years

### Important Instructions:

1. Candidates applying for above posts need to submit two (02) copies of prescribed Application Form along-with attested photocopies of testimonials, photographs and domicile certificate, CVs with each set.
2. The application form can be downloaded from SAU Website; [www.sau.edu.pk/jobs](http://www.sau.edu.pk/jobs) and must be submitted along-with application processing fee(non-refundable) of **Rs.1000/-** (Rupees One thousand) for all positions in BPS-11 and above and **Rs.500/-** (Rupees Five hundred) for BPS-1 to 5 through Challan in any branch of Habib Bank Limited Account No. **00847900308903** or Demand Draft payable in favor of Director, Finance, Sindh Agriculture University, Tandojam. **However, no application processing fee will be payable by Differently Abled Persons.**
3. Candidates applying for more than one position should submit separate application form for each post along with separate application form fee.
4. The candidates who are already in service in Government or autonomous bodies should apply through proper channel. They can submit advance copy of application form but shall have to produce departmental permission/ NOC at the time of written test/ interview otherwise their candidature may be rejected.
5. **The candidates from home district Umerkot shall be given preference/ priority.**
6. Application on plain paper and/or received after due date will not be considered.
7. Age relaxation will be admissible as per government rules.
8. The University reserves the right not to fill any post/ withhold the appointment against any advertised post.
9. Short listing of the candidates shall be made in accordance with the procedure laid down by the University. Only shortlisted candidates shall be called for test/interview and not eligible candidates will not be informed.
10. The decision of the University shall remain binding in all cases.
11. No TA/DA will be admissible for appearing at the interview/ written test.
12. Applications should be submitted to Assistant Director at SAU campus Umerkot. The last date for receiving application form is **10-01-2023** (no extra time will be allowed for postal transit delays etc. Candidates are expected to dispatch/ submit applications ahead in time)

  
**G. M. QURESHI**  
**REGISTRAR**  
 Phone Office: 022-9250622