

MIRPUR UNIVERSITY OF SCIENCE AND TECHNOLOGY



MUST-MIRPUR AJ&K PAKISTAN

SITUATIONS VACANT (Phase-I)

Mirpur University of Science and Technology (MUST), Mirpur (Public Sector University in Azad Jammu and Kashmir) intends to hire the services of outstanding candidates against the following Academic and Administrative positions on regular basis:-

ACADEMIC POSITIONS

Sr.#	Designation/ Subject/Department (Number of Posts)	Criteria (HEC)
1	Assistant Professor (BPS-19) Electrical Engineering (02), Mechanical Engineering (02), CS&IT (01), MIT (Electrical Technology) (02)	PhD in the relevant field from HEC recognized University/Institution (Valid PEC Registration must be attached)
2	Assistant Professor (BPS-19) Mathematics (01), Biotechnology (01), Education (01), Mass Communication & Media Studies (01), Pharmacy (02), Physiotherapy (01), Medical Lab Technology (01), Banking and Finance (01)	PhD in relevant field from HEC recognized University/Institution
3	Assistant Professor (BPS-19) Law (02)	a. PhD in Law or equivalent degree from an HEC recognized University/Institutions. OR b. L.L.M, J.D or equivalent degree from an HEC recognized University/Institutions with 4-years teaching/ research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization OR c. LLB degree (First Class) from an HEC recognized University/Institutions with 6-years teaching/research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.
4	Assistant Professor (BPS-19) Fashion & Design (01)	a. PhD in the relevant field from HEC recognized University/ Institution OR b. Master's degree (foreign) or MPhil or equivalent degree awarded after 18 years of education in the relevant field from HEC recognized University/Institution with 4-years teaching/ research experience in an HEC recognized University or a Post- graduate Institution or professional experience in the relevant field in a National or International organization. OR c. First professional degree (4 Years minimum, First Division) with no 3 rd division in the academic career from HEC recognized University/Institution with 6-years teaching /research experience in an HEC recognized University or a Post- graduate Institution or professional experience in the relevant field in a National or International organization
5	Lecturer (BPS-18) Islamic Studies (01), Education (Pallandri Campus) (01), International Relations (02), Pharmacy (02), Human Nutrition & Dietetics (02), Microbiology (02), Medical Lab Technology (01)	First Class MS/MPhil/equivalent degree awarded after 18 Years of education in the relevant field from an HEC recognized University/Institution with no 3 rd division in the academic career. Condition of no 3 rd division shall not be applicable in the qualification of appointment as lecturer in Universities or Degree Awarding Institutions provided that the candidate holds a higher degree viz PhD or equivalent degree with not more than one 3 rd division in entire academic career.
6	Lecturer (BPS-18) Law (03)	LLB Degree (First Class) from an HEC recognized University/ Institutions with no 3 rd division in the academic career.
7	Lecturer (BPS-18) Fashion & Design (01)	First professional degree (4 Years minimum, First Division) from HEC recognized University/Institution with no third division in the academic career

ADMINISTRATIVE POSITIONS

Sr.#	Positions	No. of Posts	Eligibility Criteria
1	Deputy Registrar (BPS-18)	01	18 years education (first class in terminal degree, with no 3 rd division in the academic career) from HEC recognized University/DAI with 03 years of relevant experience equivalent to BPS-17 or above OR 16 years education (first class in terminal degree, with no 3 rd division in the academic career) from HEC recognized University/DAI with 05 years of relevant experience in BPS-17 or above. OR 16 years education (first class in terminal degree, with no 3 rd division in the academic career) from HEC recognized University/DAI with 05 years of relevant experience in BPS-17 or above.
2	Deputy Treasurer	01	18 years education (First Class in terminal degree, with no 3 rd division in the academic career) in Commerce/Economics/Business Administration/ Management Sciences /ICMA/Chartered Accountant

	(BPS-18)		or equivalent from HEC recognized University /DAI with 03 years' of Teaching/Administrative/ Professional experience equivalent to BPS-17 or above. OR 16 years education (First Class in terminal degree, with no 3 rd division in the academic career) in Commerce/Economics/Business Administration/ Management Sciences/ ICMA/ Chartered Accountant or equivalent from HEC recognized University/DAI with 05 years of Teaching/ Administrative/ Professional experience in BPS-17 or above.
3	Deputy Librarian (BPS-18)	01	Having at least 1 st division or CGPA 3.00 in M.Phil./MLSc./MLISc. with 07 years' experience in the relevant field as such.
4	Assistant Treasurer (BPS-17)	01	Atleast 2 nd Class Master's Degree in Economics, Statistics, Commerce, Business Administration or Public Administration. Candidates having relevant experience in finance and accounts will be given preference.
5	Assistant Registrar BPS-17 (02), Assistant Controller BPS-17 (01), Assistant Director BPS-17 (01)	04	At least 2 nd Class Master's Degree or equivalent or Graduate from a recognized University/ Institution with 5 years of experience in BPS-16.
6	Assistant Director Internal Audit (BPS-17)	01	16 years education in Commerce/Economics/Statistics/ Administrative Sciences/ Management Sciences/English (at least second class in terminal degree, with no 3 rd division in the academic career) from HEC recognized University /DAI, experience in relevant field will be preferred.
7	Assistant Controller of Examinations (Secrecy) (BPS-17)	01	18 years education with no 3 rd division in the academic career from HEC recognized University /DAI with 3 years' experience as Secrecy Officer. OR 16 years education with no 3 rd division in the academic career from HEC recognized University/DAI with 5 years' experience as Secrecy Officer, equivalent to BPS-16 or above.
8	Assistant Accountant (BPS-16)	01	16 years education in Commerce/Economics/Statistics/Administrative Sciences (first class in terminal degree, with no 3 rd division in the academic career) from HEC recognized University/DAI with at least 5 years' experience in BPS-14 or above or 5 years' professional experience (OR) 14 years education in Commerce/Economics/Statistics/ Administrative Sciences (at least second class terminal degree, with no 3 rd division in the academic career) from HEC recognized University /DAI with 10 years' experience in relevant field in BPS-14 or above OR 10 years' professional experience.
9	Senior Clerk (BPS-14)	03	· Having at least 2 nd class Bachelor's Degree from any HEC recognized University/Institution. · Typing speed of 30 wpm, in Urdu/English preferably having 6 months' computer course certificate from a recognized Board/Institution.
10	Junior Clerk (BPS-11)	06	· Having 2 nd class Bachelors' Degree from any HEC recognized University/Institution. · Typing speed of 30 wpm in Urdu/English.
11	Lab Assistant (BPS-07) <u>Allied Health Sciences (6), Computer Science (2)</u>	08	Atleast 2 nd Class F.Sc./DAE in the relevant field (only DAE in the relevant field shall be eligible for the engineering disciplines).
12	Generator Operator (BPS-05)	01	Matric (Science Subjects) from a recognized Board/ Institution with 5 years' experience of Maintaining Generator (not less than 100 KVA) operation.
13	Driver (BPS-05) <u>Bus (05), Car (04)</u>	09	(i) At least Matric from a recognized Board/Institution. (ii) Valid HTV & PSV License Holder for Bus and Valid LTV License Holder for Hi-ace/Staff Car/Motorcycle. (iii) Physical Fitness Certificate is required from DHQ.
14	Naib Qasid / Office Attendant (BPS-02)	08	(a) Matric from a recognized Board/Institution. (b) Physically fitness certificate.

Detailed Instructions

- Download the prescribed Job Application Form, detailed Terms & Conditions from the university website: www.must.edu.pk.
- Complete Applications must be submitted in person or by post to the Office of the Registrar, Administration Block, Jarikas Campus, Mirpur University of Science and Technology (MUST), Mirpur (AJ&K) on or before **(1600 hrs), 12th June, 2025**.
- A separate application is required for each post applied for.
- A non-refundable processing fee Challan (**Rs. 790 for BPS-01 to BPS-16, Rs. 1890 for BPS-17 to BPS-19**) must be attached with Job Application Form (the Bank Drafts/Cheques will not be acceptable). The Challan may be obtained via:
 - Online challan: <http://challan.must.edu.pk> (Allied Bank Limited)
 - Manual challan: Available at HBL Main Branch Mirpur AJ&K.
- In-Service Candidates must apply through proper channel, within the due date. No advance copy will be accepted.
- Foreign degree holders are required to provide Equivalence Certificate duly issued by the HEC along with application.
- The candidate must attach marks obtained/ total marks certificates of all degrees along with Job Application Form. In other case, MUST CGPA conversion formula shall apply.
- The basic and terminal qualification of the candidate must be registered with the relevant Council/Regulatory Body, where applicable.
- Age limit is not applicable to in-service candidates.

- The Scrutiny Committee (initial) shall determine the relevance of the degrees, qualification, age, experience, publication and other applicable requirements.
- The candidates declared ineligible during the Initial Scrutiny may furnish appeal against ineligibility within 10 days from the date of communication letter to the candidate.
- The grievance of any candidate submitted in a specified time period shall be dealt with the Appellate Committee.
- A short listing or screening test shall be conducted by a third party or by any recognized testing service or by the University.
- A Demonstration Test is essential to qualify for the position of Assistant Professor and this test will be held by the Demonstration Committee.
- The University reserves the right of cancellation of advertised posts partially or totally as deem necessary or increase/decrease the number of posts, without assigning any reason.
- The candidates with disabilities are encouraged to apply.
- Pakistan domicile holder may also apply, however, preference can be given to AJ&K Nationals.
- The upper age limit is 35 years, subject to any age relaxation policy enforced by the Government of Azad Jammu and Kashmir
- The maximum age limit is 35 years. However, Age relaxation by the Government of Azad Jammu and Kashmir will be permitted.
- Only the applications and documents received by the due date will be considered. No additional documents will be accepted after the closing date.

(Prof. Dr. Naeem Iqbal Ratyal) Registrar

Mirpur University of Science & Technology (MUST), Mirpur (AJ&K)

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