

The Islamia University of Bahawalpur

University website: www.iub.edu.pk

SITUATIONS VACANT

Applications are invited from Pakistani Nationals, for following non-teaching vacant post(s):

Sr. No.	Name of Post	Criteria for Appointment	No. of Post	Mode of Appointment
1.	Treasurer (BPS-20)	(i) Ph.D in Finance or Commerce or Accounting or Auditing or Economics from a University or Degree Awarding institute duly recognized by HEC; and (ii) Eight years post qualification experience of BPS-17 & above or equivalent in relevant field. OR (i) MS or M.Phil in Finance or Commerce or Accounting or Auditing or Economics equivalent 18 years education in the field of Accounts & Audit from a University or Degree Awarding Institute duly recognized by HEC; and (ii) Ten years post qualification experience of BPS-17 & above or equivalent experience in relevant field. OR (i) MBA (Finance) or M.Com or ACCA or ACMA or M.Sc (Economics) or equivalent 16 years education at least in 2 nd division from a University or Degree Awarding Institute duly recognized by HEC; and (ii) 12 years post qualification experience of BPS-17 & above or equivalent experience in relevant field. (Age limit: 35 to 50 years)	01	Contract Basis Tenure Three (03) years, not extendable
2.	Registrar (BPS-19)	Master Degree at least 2 nd Division from a recognized University with 13 years administrative experience in grade 17 or above in a University or Education Department. (Age limit: 21 to 50 years)	01	Regular Basis
3.	Controllor of Examinations (BPS-19)		01	

1. **How to apply:**

- All candidates must apply online through IUB website <https://eportal.iub.edu.pk> till **21.07.2025** i.e. last date for submission of online applications, followed by submission of hard copy with duly signed online application form (01 complete set) along with attested copies of recent Passport Size Photograph / CNIC / Domicile / Educational Testimonials (Matric onwards) / Experience Certificate(s) and one copy of the processing fee challan (non-refundable) generated by Online Job Portal worth Rs. 4000/-, for the above mentioned posts, via Registered Mail through Pakistan Post / Courier Service, to the following address:
**Office of the Assistant Registrar (HRE-II), Room No. 103, First Floor,
Abbasia Campus, The Islamia University of Bahawalpur**
 - One hard copy of the online application form alongwith all requisite documents as mentioned at Sr. No. 1(i) above, should reach latest by **25.07.2025** i.e. three days after the closing date of applying online.
 - Candidates should fill in online form carefully for which detailed guidelines and instructions have been given on the Islamia University of Bahawalpur website <https://eportal.iub.edu.pk> Editing options, to correct any data, will be available to the candidates till the last date of submission of online applications. Applications other than ONLINE will not be accepted.
 - The candidates are advised to provide only their Personal Mobile Number (Not Portable Cell Number) at the time of submission of online applications, so that the SMS delivery can be ensured.
- The experience as part time, honorary / self-employed, voluntary / apprentice / internee / teaching / additional charge / will not be considered / counted as relevant experience.
 - Applicants working on Regular/acting charge/officiating/Ad-hoc/current charge and / or contract basis in Government/Semi-Government and / or Autonomous Bodies (including employees of IUB) must apply through proper channel and obtain NOC & service certificate(s) issued by the respective Controlling Authority by due date, failing which application shall be considered incomplete and liable to be rejected.
 - Candidates applying for more than one post/type of appointment shall submit separate application form(s) along with separate application processing fee for each position/type of appointment.
 - Candidates must submit transcript/detail marks sheet (both front and back side) of all degree(s).
 - The foreign qualified candidates should attach Equivalence Certificate from the Higher Education Commission (HEC) of Pakistan.
 - Candidates should clearly mention the name of applied position on the top right corner of envelope.
 - By hand / incomplete / without online application / late submission of applications / advance copy / application without application processing fee (paid) shall not be entertained.
 - For Positions at Sr. No. 2 & 3, relaxation in age may be considered as per "IUB Officers (Appointment) Statutes, 1977".
 - The position of Treasurer mentioned above at Sr. No. 1 shall be filled-in on contract basis for a period of three (03) years (not extendable).
 - The appointment for the positions at Sr. No. 2 & 3 will be admissible under the "IUB Officers (Appointment) Statutes, 1977."
 - The leaves will be admissible under the Contract Appointment Policy 2004, for the position of Treasurer mentioned above at Sr. No. 1.
 - The University reserves the rights;
 - Not to fill any advertised post, withdraw any advertised post, withhold the appointment against any advertised post, without assigning any reason thereof.
 - To shortlist the candidates on the basis of academic qualifications, experience, and / or test (if applicable). Only short-listed candidates will be called for test / interview. No TA/DA shall be admissible for test / interview.



Registrar, the Islamia University of Bahawalpur
Abbasia Campus, Bahawalpur
Phone: 062-9250235

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