



BACHA KHAN UNIVERSITY CHARSADDA

Ph: 091-6540064 Fax: 091-6540069

Applications are invited for the following Administrative positions under the criteria of the University of Peshawar followed by the Bacha Khan University, Charsadda, under Section-46B of the Khyber Pakhtunkhwa Universities (Amendment) Act-2016.

Note-1:

- **Appointments against these positions will be made as per Khyber Pakhtunkhwa Universities (Amendment) Act, 2016.**

Note-2:

- **Those who have already applied need not to apply, their applications are considered, however, they may update their academic record till the closing date.**

S. No.	Position Required	Position Required Qualification & Experience
1	Registrar (BPS-20) (One post)	Master's degree with 18 years Teaching/Administration experience in a University in Lecturer scale and above or 18 years Class-I service in Administrative under Government/Autonomous/Semi-Autonomous body.
2	Controller of Examinations (BPS-20) (One post)	Master's degree with 18 years' service in the University in Teaching/Administrative experience in a University in Lecturer's scale and above. Knowledge of conduction in senior positions will be given preference.
3	Treasurer (BPS-20) (One post)	1 st Class M.Com/MBA/Chartered Accountant/Master in Economics with 18 years' experience in BPS-17 or above in the relevant field.

Instruction/Terms & Conditions:

- 1) Candidates must clearly indicate the post applied for and specialization/skills possessed.
- 2) Candidates serving in Government, Semi Government and Autonomous Bodies should route their applications through proper channel.
- 3) The selected candidates will be governed by the Statutes, Rules/Regulation of Bacha Khan University, Charsadda.

- 4) Only short-listed candidates will be called for interview. University will not be held responsible for non-receipt or late receipt of call letters for interview.
- 5) The University reserves the right to increase or decrease the number of post(s) or not to fill any post.
- 6) Applicants should apply only on the prescribed form available at University website: **www.bkuc.edu.pk** or on hard copies, available at the Office of the Registrar, Bacha Khan University, Charsadda. The fee is acceptable in the form of Bank draft of UBL Charsadda branch code 0232 A/C 0991741-2, @ **Rs. 2,000/** per application in favour of the Treasurer, Bacha Khan University. Original Bank Receipt should be attached with the application form.
- 7) Attested photocopies of all DMCs, degree's, certificates, experience certificates, appointment letters, CNIC, (3) recent passport size photographs, must be attached with the Application Form.
- 8) The candidates having Foreign Degree/ certificate will provide Equivalency Certificate from HEC, Islamabad.
- 9) Eligibility in all aspects shall be reckoned upon closing date of advertisement.
- 10) Landline telephone number, mobile number, Postal and Email addresses must be written on the application form.
- 11) All applications must reach the office of the undersigned on or before **September 07, 2016**, incomplete applications or applications received after the due date will not be considered.
- 12) Candidates applying for more than one position should do so on separate forms with all relevant copies and bank draft/receipt.
- 13) No TA/DA will be given for attending the test/interview.

Errors and Omissions, if any, will be rectified by the University.

REGISTRAR
Bacha Khan University, Charsadda
Phone: 091-6540064 Fax No. 091-6540069