

Career Opportunities

Applications are invited for the following positions in University of Sufism & Modern Sciences (USMS), Bhitshah who fulfill the requirements given below:

Teaching Staff Positions			
Sr. No	Name of the post	No. of Post	Qualification, Experience, and Publications
Professor (BPS-21)			
01	Business Administration / Economics / Commerce	01	As per HEC Criteria
02	Computer Science/Information Technology/Artificial Intelligence / Software Engineering	01	As per HEC Criteria
Associate Professor (BPS-20)			
03	Artificial Intelligence	01	As per HEC Criteria
04	Information Technology/ Computer Science	01	As per HEC Criteria
05	Software Engineering	01	As per HEC Criteria
06	Education/ English	01	As per HEC Criteria
Assistant Professor (BPS-19)			
07	Artificial Intelligence / Data Science	01	As per HEC Criteria
08	Software Engineering	01	As per HEC Criteria
09	Education	01	As per HEC Criteria
10	English (Linguistics / Literature)	02	As per HEC Criteria

Non-Teaching Staff Positions			
01	Director (Works and Services) /Project Director BPS-20	01	18 years of Education in Civil Engineering from a reputable local or foreign university recognized by the Higher Education Commission (HEC) Islamabad holding a valid certificate from the Pakistan Engineering Council (PEC), 17 years' experience in a relevant field preferably in BPS-17 or above of Govt. Dept/Private/Autonomous organization. Age limits 45-50 years.
02	Deputy Controller of Examination BPS-18	01	16 years of Education with 1 st division, preferably in Public Administration /Business Administration or equivalent qualification from HEC recognized University / Institution with 06 (Six) Years administrative and examination experience in a post equivalent to BPS 17 or above in the University / Boards, College and/ or Government Department/ Autonomous Organization / an Institution of higher learning
03	Deputy Director Finance BPS-18	01	16 years of Education with 1 st division, preferably in Finance/ Commerce/ CA or equivalent qualification from HEC recognized University / Institution with 06 (Six) Years experience relating to Finance management in a post equivalent to BPS 17 and above in the University / Board and /or Government Dept/ Autonomous Organization/ an Institution of higher learning
04	Chief Accountant BPS-18	01	16 years of Education with 1 st division, preferably in Finance/ Commerce/ CA or equivalent qualification from HEC recognized University / Institution with 06 years of experience in Finance, Audit Accounts, and Taxation in a post equivalent to BPS-17 or above in the University / Board and /or Government Dept/ Autonomous Organization/ an Institution of higher learning
05	Assistant Librarian BPS-17	01	16 years of Education with 1 st division, preferably in Library Science from HEC recognized University / Institution with 05 (Five) Years experience in a post equivalent to BPS 16 or above in a University, Board, College, and/ or Government Department/ Autonomous Organization / an Institution of higher learning
06	Assistant Registrar(Admin) BPS-17	01	16 years of Education with 1 st division, preferably in Business Administration, Human Resource Management or equivalent qualification from HEC recognized University / Institution with 05 (Five) Years administrative & academic experience in posts equivalent to BPS-16 or above in a University, Board, College and/ or Government Department/ Autonomous Organization / an Institution of higher learning
07	Assistant Registrar (Admission) BPS-17	01	16 years of Education with 1 st division, preferably in Business Administration, Human Resource Management or equivalent qualification from HEC recognized University / Institution with 05 (Five) Years administrative & academic experience in posts equivalent to BPS-16 or above in a University, Board, College and/ or Government Department/ Autonomous Organization / an Institution of higher learning

08	Assistant Director P & D BPS-17	01	16 years of Education with 1 st division, preferably in City and Regional Planning/ Town Planning or equivalent qualification from HEC recognized University / Institution with 05 (Five) Years administrative in Planning and Development in post equivalent to BPS 16 or above in the University / Board, College and/ or Government Department/ Autonomous Organization/ an Institution of higher learning
09	Assistant Controller of Examination BPS-17	01	16 years of Education with 1 st division, preferably in Public Administration/ Business Administration or equivalent qualification from HEC recognized University / Institution with 05 (Five) Years administrative and conduct of examinations experience in post equivalent to BPS 16 or above in the University / Board, College and/ or Government Department/ Autonomous Organization / an Institution of higher learning
10	Assistant Director ORIC BPS-17	01	16 years of Education with 1 st division, preferably in Public Administration/ Business Administration or equivalent qualification from HEC recognized University / Institution with 05 (Five) Years administrative and Academic experience in post equivalent to BPS 16 or above in the University / Board, College and/ or Government Department/ Autonomous Organization / an Institution of higher learning
11	Student Welfare Officer BPS-17	01	16 years of Education with 1 st division, preferably in Public Administration/ Business Administration or equivalent qualification from HEC recognized University / Institution with 05 (Five) Years administrative experience in post equivalent to BPS 16 or above in the University / Board, College, and/ or Government Department/Autonomous Organization / an Institution of higher learning
12	Assistant Director Finance BPS-17	01	16 years of Education with 1 st division, preferably in Finance / Commerce / CA preferable or equivalent qualification from HEC recognized University / Institution with 05 (Five) Years experience relating to Finance management in a post equivalent to BPS 16 and above in the University / Board and /or Government Department/ Autonomous Organization/ an Institution of higher learning
13	Graphic Designer BPS-16	01	BA/B.Sc. / B.Com at least in 2 nd division, preferably with diploma in Computer Sciences/ Graphic Designing/ Media Science or equivalent qualification from reputable Institution with 02 (Two) Years experience in post equivalent to BPS 14 or above in the University / Board and /or Government Department/ Autonomous Organization/ an Institution of higher learning

Instructions and further Information:

1. Application form can be downloaded from website www.usms.edu.pk or can be obtained from office of the Registrar and submitted with the Demand Draft / Pay Order of Rs. 5,000/- for all Teaching positions and Rs. 3,000/- for all Non-Teaching Positions (Non-Refundable) as processing fee of applications in favor of University of Sufism & Modern Sciences, Bhitshah. The application form duly filled with supporting documents should reach on or before fifteen days of Publication of this advertisement.
2. Candidate applying for the post of Professor and Associate Professor should submit five copies, Assistant Professor and non-teaching position should submit one copy of their bio-data/CV along with attested copies of degree, certificate, one photograph and Research Publications for each set with properly bonded.
3. Candidates serving in government/Semi-government and autonomous bodies should apply through proper channel.
4. Maximum age limit is 45 years for all non teaching positions excluding Sr No. 01.
5. Maximum age limit is 55 years for Position of Professor and Associate Professor and 45 years for position of Assistant Professor.
6. Qualification and experience shall be calculated examined as on closing date of submission of applications.
7. Candidate applying for more than one post should submit separate application form(s) along with separate bank draft with necessary documents for each post.
8. Incomplete applications i.e. without educational, professional and experience certificate, processing fee etc. or applications received after the specified date shall not be entertained. The envelope should be marked with the post applied for.
9. The university reserves the right of cancellation of advertised post(s) partly or as a whole and university reserves the right to reduce or increase number of posts at any time.
10. Only short listed candidates shall be called for the test and interview and non-eligible candidates will not be informed.
11. Computer Skills are mandatory requirement for all above mentioned post.
12. No TA/DA will be admissible for appearing at the interview/written test.

Registrar

Email: registrar@usms.edu.pk

Tel: 022-2762415

