



NATIONAL TEXTILE UNIVERSITY, FAISALABAD

(Federally Chartered Public-Sector University)

Advertisement with Eligibility Criteria

National Textile University, Faisalabad is an equal opportunity employer and offers an excellent working environment. The University is inviting applications from dynamic and competent individuals for the following positions:

Sr.	Post Name / No. of Posts / Pay Scale	Eligibility Criteria
Academic Posts – Faisalabad Campus		
1.	Professor , Applied Chemistry (01) (BPS Contract Scale 21 / Lump Sum Contract)	<u>As per HEC Criteria.</u>
2.	Assistant Professor , Computer Science / Software Engineering / Artificial Intelligence (03) (BPS Contract Scale 19 / Lump Sum Contract)	
3.	Lecturer , Computer Science (05) (Lump Sum Contract)	
Academic Posts – Karachi Campus		
4.	Lecturer , Computer Science (01), Fashion Design (01) (BPS Contract Scale 18 / Lump Sum Contract)	
Non-Academic Posts – Faisalabad Campus		
Sr.	Post Name / No. of Posts / Pay Scale / Quota	Eligibility Criteria (Age / Qualification / Experience)
5.	Director Finance (01) – Punjab Quota (BPS Contract Scale 20 / Lump Sum Contract)	45-55 Years CA/ACCA/MBA Finance/ M. Com Degree or equivalent with 60% marks in Annual System or 2.50 CGPA in Semester System, from a HEC recognized university with 17 years' experience of (BPS-17 & above or equivalent) in Government Organization. Should be well versed with the use of Finance & Accounting Software and should have comprehensive knowledge of Government Financial Rules / Regulations.
6.	Software and Application Developer (01) – Open Merit (Lump Sum Contract Eqv. to Scale 17)	24-35 Years BSCS / MCS (16-Years Education) or equivalent with 60% marks in Annual System or 2.50 CGPA in Semester System. 03 years' work experience in reputable organization. Relevant Certifications will be given preference.
7.	Senior System Analyst & DBA (01) – Open Merit (Lump Sum Contract Eqv. to Scale 17)	24-35 Years BSCS / MCS / Software Engineering (16-Years Education) or equivalent 60% marks in Annual System or 2.50 CGPA in Semester System. 05 years' experience in System Analysis and Design.
8.	Software Engineer (01) – Open Merit (Lump Sum Contract Eqv. to Scale 17)	24-35 Years BSCS / MCS / Software Engineering (16-Years Education) or Equivalent with 60% marks in Annual System or 2.50 CGPA in Semester System. 03 years' relevant experience in Web Applications, Software Development, Operation and Maintenance



NATIONAL TEXTILE UNIVERSITY, FAISALABAD

(Federally Chartered Public-Sector University)

9.	Assistant Registrar (01) – Punjab Quota (BPS Contract Scale 17 / Lump Sum Contract)	24-35 Years Master Degree / MBA/ BBA (Hons.) (16-Years Education) or equivalent with at least 60% marks in Annual System or 2.50 CGPA in Semester System with 03 years' relevant experience. OR BA / BSc / Associate Degree (2 years) (14-Years Education)/ Equivalent with at least 60% marks in Annual System or 2.50 CGPA in Semester System with 05 years' relevant experience in BPS-16 or equivalent. Excellent interpersonal, written and oral communication skills. Preference may be given to the candidates having experience of dealing court / law cases.
10.	Lab Engineer, Textile Testing (01) - AJK Quota (BPS Contract Scale 17 / Lump Sum Contract)	24-35 Years BE (16-years education) with minimum 60% marks or 2.50 CGPA plus 01-year relevant experience in testing. <i>PEC registration is mandatory.</i>
11.	Lab. Incharge, Information Technology (01) – Women Quota (BPS Contract Scale 17 / Lump Sum Contract)	24-35 Years BS (Hons) or Equivalent 16 years education in the relevant field (min, 60% marks or 2.50 CGPA with minimum one year relevant experience
12.	Web Developer (01) – Open Merit (Lump Sum Contract Eqv. to Scale 16)	18-33 Years BSCS / MCS (16-years education) or equivalent in computer science from a HEC recognized university, with 60% marks in Annual System or 2.50 CGPA in Semester System. 03 years' relevant experience in Web Development and Operation.
13.	Deputy Warden (For Boys Hostels) (01) – Open Merit (BPS Contract Scale 16 / Lump Sum Contract)	18-33 Years BA / B.Sc / Associate Degree (2 years') (14-Years Education)/ Equivalent with 60% marks in Annual System or 2.50 CGPA in Semester System. 05 years' experience as Office Assistant or equivalent.
14.	Assistant Admission Officer (01) – Khyber Pakhtunkhwa Quota (BPS Contract Scale 16 / Lump Sum Contract)	18-33 Years BA / B.Sc / Associate Degree (2 years') (14-Years Education)/ Equivalent with 60% marks in Annual System or 2.50 CGPA in Semester System. 05 years' experience as Office Assistant or equivalent.
15.	Assistant Officer Budget & Finance (01) – Sindh Rural Quota (BPS Contract Scale 16 / Lump Sum Contract)	18-33 Years B. Com (14-Years Education) with 60% marks in Annual System or 2.50 CGPA in Semester System. 05 years' relevant experience as Accounts Assistant or cashier.
16.	Office Assistant (02) – Women & Open Merit Quota (Lump Sum Contract Eqv. to Scale 15)	18-30 Years BA / B.Sc. / Associate Degree (2 years) / B. Com (14-Years Education) with minimum 50% marks from a recognized University with 03 years' relevant experience. Computer skills and MS Office knowledge compulsory.
17.	Senior Clerk (01) – Women Quota (BPS Contract Scale 13 / Lump Sum Contract)	18-30 Years Intermediate / ICS / Equivalent (12-Years Education) from a recognized Board with 50% marks with 05 years' experience as Junior Clerk. Typing Speed of minimum 35 wpm. Good Computer skills and MS Office knowledge are compulsory.



NATIONAL TEXTILE UNIVERSITY, FAISALABAD

(Federally Chartered Public-Sector University)

18.	Junior Clerk (02) – Open Merit & Minorities Quota (BPS Contract Scale 11 / Lump Sum Contract)	18-30 Years Intermediate / ICS / Equivalent with minimum 50% marks. OR Matric with minimum 50% marks and 2 years relevant experience. Typing Speed of minimum 30 wpm. Good Computer skills and MS Office knowledge are compulsory.
19.	Mosque Servant / Moazzan (01) – Open Merit (BPS Contract Scale 05 / Lump Sum Contract)	18-30 Years Matric with minimum 50% marks. Hafiz-e-Quran. Proficiency in Qirat and of sound character.
Non-Academic Posts – Karachi Campus		
20.	Assistant Director IT (01) – Sindh (Rural) Quota (BPS Contract Scale 17 / Lump Sum Contract)	24-35 Years MCS / BSCS / Masters in IT (16-years education) or equivalent with 60% marks in Annual System or 2.50 CGPA in Semester System. 03 years' relevant experience. Sound knowledge of Windows NT/2000, LINUX, LAN / WAN, Internet, MS Server Administration, Infrastructure, Management and Maintenance of Data Center.
21.	Lab Engineer, Textile Engineering (01) – Baluchistan Quota (BPS Contract Scale 17 / Lump Sum Contract)	24-35 Years BE (16-years education) in relevant field with minimum 60% marks or 2.50 CGPA plus 01-year relevant experience. <i>PEC registration in mandatory.</i>
22.	Bus Driver (02) Local candidates will be preferred (BPS Contract Scale 04 / Lump Sum Contract)	Max. 50-Years including all age relaxation policies Middle with a valid HTV / PSV license with 08 years Bus driving experience of Isuzu / Hino Buses.

Instructions:

- Last Date to apply is **July 29, 2024 (Monday)**.
- The application form for faculty and staff posts, challan form, eligibility criteria and detailed instructions can be downloaded from: <https://ntu.edu.pk/careers.php>.
- Job Application Processing Fee will be deposited through challan form in any online branch of National Bank of Pakistan (NBP) as per following details:
 - For posts of BPS-20 to BPS-21 = **Rs.2,000/-**
 - For posts of BPS-17 to BPS-19 = **Rs.1,000/-**
 - For Posts of BPS-05 to BPS 16 = **Rs.500/-**
 - For Post of BPS-01 to BPS-04 = **No Fee**
- Application without processing fee will not be processed. Any other mode of payment will not be entertained.
- **Candidates applying for the posts of Professor will have to submit dossier (format is available at NTU Website).**
- Existing Employees of NTU, who are already working on BPS regular, may be considered for BPS regular appointment after open competition.
- In service applicants working in Govt. / Semi Govt. Organizations / Autonomous Bodies should apply through proper channel and will submit No Objection Certificate from their current employer. However, University may entertain advance copies.
- **Candidates must go through detailed instructions available at NTU Website before applying.**

Registrar, National Textile University
Sheikhupura Road, Faisalabad. 37610
041-9230081-85 Ext. 135

How to Apply? *(Except for the post of Professor)*

Download Job Application Form and Challan Form from NTU Website

Deposit Fee through Challan Form in any Online Branch of NBP

Fill Job Application Form and affix Signature

Attach attested copies of CNIC, Domcilie, degrees / certificates, experience Ceriftifcate, NOC (if applicable) & any other valid relevant document

Attach Original Challan Form (University Copy) at the top of the Job Application Form

Dispatch / Submit application in closed envelope to Registrar Office, 2nd Floor, National Textile University, Sheikhupura Road, Faisalabad



NATIONAL TEXTILE UNIVERSITY, FAISALABAD

(Federally Chartered Public-Sector University)

General Instructions for Candidates

A. APPLICATION PROCEDURE

1. Candidate will apply by downloading the application form available at NTU website. Submit printout of duly signed application form along with all attested documents in Registrar Office (HR Department) or send by post / courier at the following address **within due date**:

**Registrar Office
National Textile University
Sheikhupura Road, Faisalabad. 37610
Tel: 041-9230081-85 Ext. 135**

2. Submit the processing fee in any online branch National Bank of Pakistan (NBP) (*operating online*) through Bank Challan Form available at NTU Website as per below detail:

- For posts of BPS-20 to BPS-21 = **Rs.2,000/-**
- For posts of BPS-17 to BPS-19 = **Rs.1,000/-**
- For Posts of BPS-05 to BPS 16 = **Rs.500/-**
- For Post of BPS-01 to BPS-04 = **No Fee**

3. Send the application in hard with **attested copies** of following duly attested documents within due date, positively:

- **Original Bank Challan after fee submission in any online branch of National Bank of Pakistan (NBP)**
- **Job Application form**
- Matric degree/transcript
- Intermediate degree/transcript,
- Bachelor's degree/transcript
- Master's degree/transcript
- M.Phil. degree/transcript
- Valid CNIC
- Two passport size photographs,
- Valid Experience Certificates with exact dates/duration and proof of its being regular full-time paid job showing nature of job/ detailed job description issued by an authorized officer of the concerned Govt. Department higher than the status of post applied for and in case of a Private Firm/ Organization, by the Chief Executive Officer (CEO)/ Director (HR/ Admin)/ Manager (HR) of the Firm/ Organization concerned with his CNIC No., address & Phone No.)
- Domicile Certificate,
- Departmental Permission Certificate (in case of Govt. Servants) showing detail regarding any pending Inquiry, disciplinary proceedings or any Financial liability towards that institution.



NATIONAL TEXTILE UNIVERSITY, FAISALABAD

(Federally Chartered Public-Sector University)

- Any other valid relevant documents
 - **Mark page # on the application / documents as whole after completing the set and affix your signature.**
4. The candidates who would not furnish the requisite documents within due date or furnish incorrect/incomplete/false information, **their candidature shall be liable to rejection.**
 5. The University may arrange written/professional test against any post as per policy.
 6. In case of written/professional test the candidates will be informed by the University through SMS, E mail only. Therefore, the candidates need to provide accurate mobile number (not transferred to other network) and E mail address.
 7. Any such news may also be updated on NTU website (if necessary). The candidates are advised to frequently visit the website.
 8. It will be mandatory for the candidates to produce original CNIC, and print of E mail / SMS at the time of test/interview.
 9. The candidates called for interview must bring their original documents as per instruction of HR department of university.
 10. Eligibility of the candidates in all respects shall be reckoned up to the closing date.
 11. The candidates are advised to apply at the earliest without waiting for the closing date.

B. EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

1. The prescribed educational qualifications **and valid registration with PEC, where applicable/required** must have been acquired on or before the closing date for submission of applications.
2. Applications of candidates, whose result is not officially announced by the Controller of Examination of a Board/ University on or before the closing date, shall not be considered. Proof of the announcement of results (date, month and year) should be provided along with the requisite documents for consideration.
3. The eligibility of a candidate is governed by the Recruitment Rules of a post by the University.
4. The Candidates who have foreign degrees need to submit the equivalence of a foreign degree issued by the concerned organization / Authority mandatorily with the other required documents with translation in Urdu/English.
5. 'Post Qualification Experience' means **the experience** gained in a regular full-time paid job acquired after **attaining the requisite/ minimum advertised qualifications.**
6. Period reckonable as post qualification experience is from date of commencement of experience which essentially must be after date of attaining the qualification (counted after the result of requisite qualification is officially announced by the Controller of Examinations of a Board/ University concerned) till the closing date.
7. The experience as part time, honorary/ **self-employed** and apprentice/ internee will **not be** considered/ counted as experience.



NATIONAL TEXTILE UNIVERSITY, FAISALABAD

(Federally Chartered Public-Sector University)

8. Any experience overlapping with another period of post qualification experience will not be admissible.
9. Subsequent changes in post qualification experience in the form of **additional certificates furnished later will not be admissible / considered.**

C. EVIDENCE OF DATE OF BIRTH

- i. Matriculation Certificate which clearly states the Date of Birth. **OR**
- ii. In case a candidate who possesses GCE 'O' level or equivalent certificate which does not contain the Date of Birth, the School Leaving Certificate along with Birth Certificate issued by the Hospital/Municipal Committee as an authentic proof of Date of Birth will be accepted. **OR**
- iii. Valid CNIC

D. CALCULATION OF AGE

The cutoff date for calculation of age is the **closing date** for submission of applications as given in the advertisement.

E. AGE RELAXATION IN UPPER AGE LIMIT

As per Govt. Rules.

F. JOB PROCESSING FEE

1. Candidates have to submit processing fee on prescribed challan form as per below detail:

1. For posts of BPS-20 to BPS-21	= Rs.2,000/-
2. For posts of BPS-17 to BPS-19	= Rs.1,000/-
3. For Posts of BPS-05 to BPS 16	= Rs.500/-
4. For Post of BPS-01 to BPS-04	= No Fee

2. **Applications without processing fee will not be processed.** Processing fee should be deposited in any online branch of National Bank of Pakistan (NBP) through Bank Challan. Any other mode of payment would not be entertained.

G. CITIZENSHIP/DOMICILE/REGIONAL RESERVED QUOTAS

- i. The candidate must be a citizen of Pakistan or a person deriving his/her nationality from the State of Azad Jammu and Kashmir (AJK).



NATIONAL TEXTILE UNIVERSITY, FAISALABAD

(Federally Chartered Public-Sector University)

- ii. Seats earmarked for prescribed provincial/regional quotas will be allocated to candidates as advertised on the basis of the domicile certificate issued by the valid competent authority in accordance with the law and the rules.
- iii. Candidate will submit an undertaking/declaration that he/she is not in possession of any other domicile certificate other than the one claimed in his Application for the aforesaid case/post at the time of interview.
- iv. The provincial / regional / other quotas as advertised will be observed strictly. Therefore, candidates possessing the required domicile will only be considered for appointment. All candidates must attach with **requisite documents**, attested copies of domicile certificates. Applications of candidates who do not possess prescribed domicile for a post shall be rejected.
- v. Candidates applying against Disable Quota & Minorities Quota must attach valid evidence.
- vi. Posts reserved to be filled on open merit shall be opened to all applicants irrespective of their domicile.
- vii. Sindh (Urban) domicile refers only to the city areas of **Karachi, Hyderabad and Sukkur**. Cantonment areas are considered as being a part of the city. The areas under the jurisdiction of the District Councils of these districts and the rest of Sindh are Sindh Rural Areas.

H. DEPARTMENTAL PERMISSION CERTIFICATE/NOC

- i. Applicants working in Government / Semi Govt. organizations / Autonomous Bodies will have to apply through proper channel and must provide the Departmental Permission Certificate/NOC along with the requisite documents/certificates else he/she will not be interviewed. However, Advance copy may be entertained. Provision of NOC after sending the advance copy within 10 days from closing date is mandatory.
- ii. Candidate(s) who may have/had left Government service must submit certificates/evidence from their previous employers for acceptance of their resignation or termination of their appointments, as the case may be **along with requisite documents**.

I. REJECTION OF APPLICATION

An application may be rejected on any of the following grounds:

- i. Application not forwarded / submitted within due date.
- ii. Under age/Overage/No proof of age.
- iii. Do not possess required/advertised domicile.
- iv. No proof of Educational Qualification.
- v. Lack of Educational criteria on the closing date as the result was not declared / announced up to the closing date.
- vi. Qualification is not relevant.
- vii. Experience is not relevant as per post requirement.



NATIONAL TEXTILE UNIVERSITY, FAISALABAD

(Federally Chartered Public-Sector University)

- viii. Post qualification experience is short.
- ix. No proof of experience.
- x. Do not possess required/advertised experience.
- xi. Relevant/countable experience is short.
- xii. Departmental Permission Certificate has been refused.
- xiii. Some relevant column of the **Application Form** left blank.

J. SCREENING/ PROFESSIONAL TEST

- iii. The applicant applying for Non-Faculty posts may be required to appear in a written Test, Screening test, professional test, where necessary (Only eligible candidates will be informed/contacted)
- iv. On detailed scrutiny of the applications if the candidate is found ineligible, his/her candidature will be cancelled irrespective of the fact whether they have appeared in the written /screening test/demo/presentation or even qualified therein.
- v. If a candidate fails to appear in the written / screening / professional test / demo / presentation on scheduled date & time for any reason, the test will not be conducted again for him / her separately.
- vi. The university will determine the number of candidates to be interviewed according to the merit as per university policy.

K. INTERVIEWS

- i. Interviews of the shortlisted candidates (as per merit) will be conducted at NTU Faisalabad Campus.
- ii. In person interview is highly recommended / desirable. In case of online interview (subject to approval by Competent Authority), university will not be liable to any issues which may be evolved due to internet connectivity.

L. POST INTERVIEW:

Only selected candidates will be informed

INNOVATE AND LEAD