



# NATIONAL TEXTILE UNIVERSITY, FAISALABAD

(Federally Chartered Public-Sector University)

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## **INTERNAL AUDITOR REQUIRED**

National Textile University, Faisalabad is an equal opportunity employer and offers an excellent working environment. The University is inviting applications from dynamic, experienced and competent individuals for the post of **Internal Auditor**.

### **Eligibility Criteria:**

**Age Limit:** Max. 55 years

**Qualification and Experience:** M. Com / MBA / BBA (Finance / Accounting) or Eqv. 16 Years' education (preferably in first class) with PIPFA Fellow or SAS, 08 years relevant experience in audit with minimum 05 years relevant experience in BPS-17 in public sector Universities / Govt. / Semi Govt / Autonomous bodies. Must be well versed with Government Audit, Financial Rules and Regulations. Candidate with CIA (Certified Internal Auditor) will be given Preference.

**OR**

B. Com or Eqv. 14 Years' education (preferably in first class) with PIPFA Fellow or SAS, with at least 10 years relevant experience in audit with minimum 05 years relevant experience in BPS-17 in public sector Universities / Govt / Semi Govt / Autonomous bodies. Must be well versed with Government Audit, Financial Rules and Regulations. Candidate with CIA (Certified Internal Auditor) will be given Preference.

**Pay Scale:** BPS-18 (CPF) / Market Based Lumpsum Salary

**Quota:** Punjab Quota

### **Instructions:**

- The last date to apply is **April 30, 2026 (Thursday)**.
- The application form, challan form, and detailed instructions in this regard are available at <https://ntu.edu.pk/careers.php>
- Job Application Processing Fee of Rs.1,000/- will be deposited through challan form in any online branch of National Bank of Pakistan (NBP). Application form without processing fee will not be processed. Any other mode of payment will not be entertained. 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. Candidates must go through detailed instructions available at NTU Website before applying. The University reserves the right to fill or not to fill and withdraw the post, withhold the appointment against advertised post without assigning any reason.

**Registrar**  
National Textile University



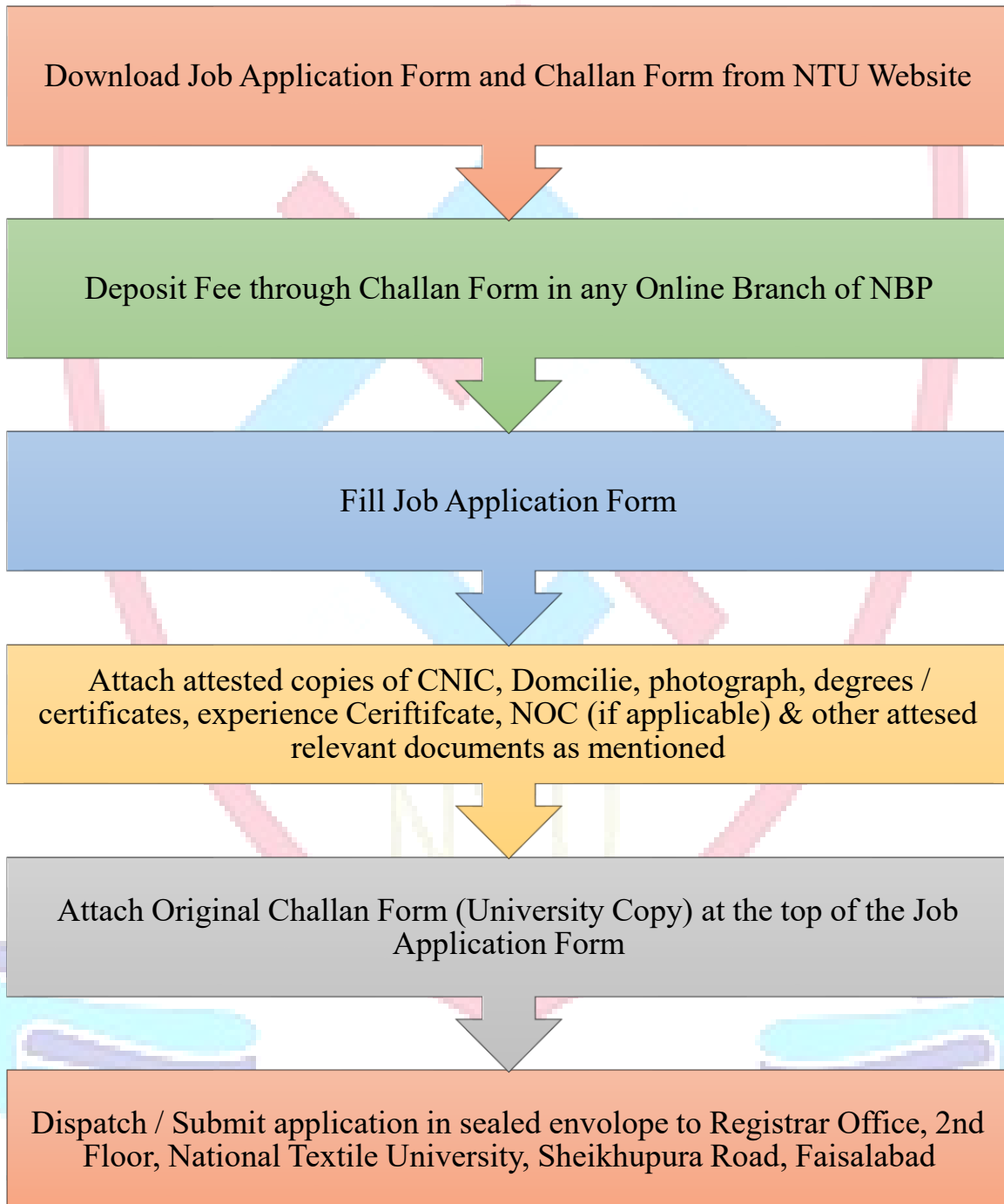
# NATIONAL TEXTILE UNIVERSITY, FAISALABAD

(Federally Chartered Public-Sector University)

Sheikhupura Road, Faisalabad. 37610

041-9230081-85 Ext. 135

## How to Apply?





# NATIONAL TEXTILE UNIVERSITY, FAISALABAD

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## General Instructions for Candidates *(For all posts)*

### 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 **Registrar Office, National Textile University, Sheikhpura Road, Faisalabad. 37610, Tel. No. 041-9230081-85 Ext. 135.** Applications received after due date will not be entertained.
2. Submit the processing fee of **Rs.1,000/-** in any online branch National Bank of Pakistan (NBP) *(operating online)* through Bank Challan Form available at NTU Website.
3. Send the application in hard with **attested copies** *(the copies must be readable)* 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
  - Passport size photograph's
  - 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 and in case of a Private Firm/ Organization, by the Chief Executive Officer (CEO)/ Director (HR/ Admin)/ Manager (HR) of the Firm/ Organization concerned on letter head showing address & Phone No.
  - Domicile Certificate,
  - Departmental Permission Certificate / NOC (in case of Govt. Servants) showing detail regarding pending Inquiry, disciplinary proceedings or Financial liability towards that institution (if any).
  - Any other valid relevant document
  - **Mark page # on the application / documents as whole after completing the set and affix your signatures.**
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 and E mail address. Any such news may also be updated on NTU website (if necessary). The candidates are advised to frequently visit the website.
7. It is mandatory for the candidates to produce original CNIC, and print of E mail / SMS at the time of test/interview.



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8. The candidates called for an interview must bring their original documents and any other documents that will be specified before the interview.
9. Eligibility of the candidates in all respects shall be reckoned up to the closing date.
10. Interested candidates should 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.
3. The eligibility of a candidate shall be governed by the Recruitment Rules/Statutes of 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**. 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 officially announced by the Controller of Examinations of a Board/ University concerned) till the closing date.
6. The experience as part time, honorary/ **self-employed** and apprentice/ internee will **not be** considered/ counted as experience.
7. Any experience overlapping with another period of post qualification experience will not be entertained.
8. Subsequent changes in post qualification experience in the form of **additional certificates furnished later will not be 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**



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- 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. / University applicable Rules.

## **F. JOB PROCESSING FEE**

1. Candidates have to submit Job processing fee on prescribed challan form available at NTU Website.
2. **Applications without a processing fee will not be entertained.** 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).
- 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. The provincial / regional / other quotas will be observed as advertised. Therefore, candidates possessing the required domicile will only be considered for appointment.
- iv. Candidates applying against Disable Quota must attach valid evidence.
- v. Posts reserved to be filled on open merit shall be opened to all applicants irrespective of their domicile along with disable and minorities.
- vi. 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 / No Objection Certificate (NOC) along with the requisite documents/certificates.



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However, Advance copy may be entertained. Provision of NOC after sending the advance copy within **07 days** from closing date is mandatory.

- ii. Candidate(s) who may have/had left Government service, must submit 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. Underage / Overage / No proof of age
- iii. Do not possess required domicile.
- iv. No / incomplete proof of Educational Qualification.
- v. Not meeting the advertised requisite criteria on the closing date.
- vi. Irrelevant Qualification.
- vii. Irrelevant Experience as per post requirement.
- viii. Post qualification / relevant experience is short.
- ix. No proof of experience.
- x. Departmental Permission Certificate not furnished within given time.

## **J. SCREENING / PROFESSIONAL TEST (if required):**

- i. Written / professional / screening test may be conducted if needed. (*Only eligible candidates will be informed / contacted*).
- ii. If the candidate is found ineligible at any later stage, 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.
- iii. 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.
- iv. The university will determine the number of candidates to be interviewed as per university policy.

## **K. INTERVIEWS**

- i. Interviews of the shortlisted candidates (as per merit) will be conducted at NTU Faisalabad Campus. Only shortlisted candidates will be contracted/informed.
- 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.