



ALLAMA IQBAL OPEN UNIVERSITY

Invites online applications against the following position on regular/contract basis.

SITUATION VACANT

Sr.#	Name of Posts	No. of Posts	Qualification	Experience	Age Limit
PROJECT MANAGEMENT UNIT FOR CENTER OF EXCELLENCE					
01	Assistant Manager (Coordinator) (OG-I) On contract basis	01	MS/M.Phil in the relevant field from HEC recognized University/Institute OR 1st Class Masters' Degree in the Relevant Field from HEC recognized University/ Institute.	02 years' relevant Professional/ Administrative experience in Government/Semi Government/ Corporation/ autonomous body or an international organization of repute. OR 03 years' relevant Professional/ Administrative experience in Government/Semi Government/ Corporation/ autonomous body or an international organization of repute.	35 years
AIOU MAIN CAMPUS					
02	Additional Controller of Examinations (BPS-19)	01	2 nd Class Masters' Degree or equivalent from a HEC recognized University.	12 years' relevant administrative experience in Grade 17 or above at a high level in a Government/ Semi- Government/ Autonomous Body or University of repute out of which 04-years' mandatory experience in BPS-18 or equivalent.	45 years
03	Deputy Registrar (BPS-18)	01	2 nd Class Masters' Degree or equivalent from a HEC recognized University.	05 years' relevant administrative experience in BPS-17 and equivalent or above in a Government/ Semi- Government/ Autonomous Body or in University of repute.	40 years
04	Deputy Controller of Examinations (BPS-18)	01	2 nd Class Masters' Degree or equivalent from a HEC recognized University.	05 years' relevant experience in BPS-17 and equivalent or above in a Government/ Semi- Government/ Autonomous Body or in University of repute.	40 years
05	Deputy Director Student Affairs & Counseling Services (BPS-18)	01	2 nd Class Masters' Degree or equivalent from a HEC recognized University	05 years' research / professional / administrative experience in BPS-17 and equivalent or above in relevant field in a Government / Semi-Government or Autonomous Body of repute preferably in any distance / non- formal institution.	40 years
06	Assistant Registrar (BPS-17)	02	2 nd Class Masters' Degree or equivalent from a HEC recognized University.	Relevant administrative experience in a Government / Semi-Government / Autonomous Body or in University shall be preferred.	35 years
07	Assistant Controller of Examinations (BPS-17)	01	2 nd Class Masters' Degree or equivalent from a HEC recognized University.	Relevant experience in a Government / Semi- Government / Autonomous Body or in University shall be preferred.	35 years
08	Assistant Librarian (BPS-17)	01	2 nd Class Masters' Degree or equivalent in Library and Information Sciences from a HEC recognized University.	Relevant professional-cum- administrative experience in a Government / Semi- Government / Autonomous Body or in University shall be preferred.	35 years
09	Horticulture Officer (BPS-17)	01	2 nd Class Masters' Degree or equivalent from a HEC recognized University	Relevant experience in the field of horticulture / landscaping in any Government / Semi-Government / Autonomous Body or in University of repute in a Government / Semi- Government / Autonomous Body or in University shall be preferred.	35 years
10	Assistant Treasurer (BPS-17)	01	Chartered Accountant / ACMA or 2 nd Class Masters' Degree or equivalent preferably in Business Admin (Specialization in Finance)/ Commerce from a HEC recognized University.	Relevant experience in a Government/ Semi- Government/ Autonomous Body or in any National/ International organization of repute shall be preferred.	35 years
11	Assistant Director (Transport Operations) (BPS-17)	01	2 nd Class Graduate OR DAE (Electrical/ Mechanical / VM)	10-years of managing fleet of at least fifty vehicles in a Govt / Semi Govt / National or International Organization of repute, in case of National / International Organizations, the experience years should be of operational Level.	35 years
12	Research Assistant (BPS-16) Seerah Studies-01 Urdu/Iqbaliat-01 History-01, IT/CS-01	04	16 years of education (1 st Class) OR 2 nd Class Graduation from a HEC recognized University	Relevant Experience will be preferred OR 04 years' relevant experience in a Government/ Semi-Government or Autonomous Body, HEC recognized University preferably in BPS-14 or equivalent.	33 years
13	Technical Store Officer (BPS-16)	01	2 nd Class Bachelors Degree or equivalent from a HEC recognized University/ Institute	04 years' post qualification experience as Audio-visual Store Keeper in a Government/ Semi- Government/ Autonomous Body or organization of repute preferably in BPS-14 or equivalent.	33 years
14	Assistant (BPS-15)	05	Second Class Bachelor's Degree	i. Typing speed 30 w.p.m. ii. After induction 6 weeks basis I.T Training Course (including MS Office) conducted by National Information Technology Board (NITB) or similar Institution.	30 years
15	Stenotypist (BPS-14)	01	Second Class Intermediate	i. 80/40 w.p.m. speed in short hand/ typing respectively. ii. Knowledge of Computer Applications (MS Office etc.) essential.	30 years
16	Heating Ventilation and Air-Conditioning (HVAC) Mechanic (BPS-14)	01	2 nd Class Intermediate with certificate (of one- year duration) in (Air Conditioning and Refrigeration) from Board of Technical Education. OR Matriculation with Diploma of Associate Engineer in (Air Conditioning and Refrigeration) from Board of Technical Education.	5 years' experience of operation and maintenance of Air-conditioning Plant in a Government Department / Autonomous body. OR 2 years' experience of operation and maintenance of Air-conditioning Plant in a Government Department / Autonomous Body.	30 years
17	Sr. Security Supervisor (BPS-14)	01	Ex- Servicemen not below the rank of Havildar or equivalent from Armed Forces/ CAF/ Police with excellent service record and exemplary character	10-years Experience	48 years
18	Data Entry Operator (BPS-14)	05	i. Bachelor's Degree at least 2 nd class. ii. Minimum speed of 10,000 key depressions per hour. iii. Knowledge of Computer Applications essentials.	Experience in the relevant field preferable.	30 years
19	Transport Supervisor Operations (BPS-13)	01	i. Matriculation ii. PSV, HTV (valid licence) with atleast one year Diploma in Auto Mobile)	5years experience of driving	30 years
20	Nursing Assistant (Female) (BPS-12)	01	2 nd class Matriculation with 01-year Diploma duly registered with PNC OR Diploma from Army Medical Corps.	05 years' experience in the relevant field at Government Hospital / Centre or Registered Medical Centre of repute.	30 years

Sr.#	Name of Posts	No. of Posts	Qualification	Experience	Age Limit
21	Upper Division Clerk (BPS-11)	10	Second Class Intermediate	i. Typing speed of 30 w.p.m. ii. Knowledge of Computer applications and skills essential. iii. After 3 weeks basic I.T Training Course (including MS Office) conducted by National Information Technology Board (NITB) or similar Institution.	30 years
22	Lower Division Clerk (BPS-09)	22	2 nd Division Matric	i. Typing speed of 30 w.p.m. ii. After induction 3 weeks basic I.T Training Course (including MS Office) conducted by National Information Technology Board (NITB) or similar Institution.	30 years
23	Dispenser/ Dresser (Male/Female) (BPS-09)	01	i. 2 nd Class Matric with Science. ii. 1 year Diploma in Nursing from recognized Institute.	2 years' experience as Dispenser / Dresser in a Hospital / dispensary of government / Semi Government Autonomous body-University.	30 years
24	Electrician (BPS-07)	01	i. 2 nd Class Matric ii. Certificate of Electrical of 1 year duration from Board of Technical Education.	5 years experience as Electrician in a Government Department/ Autonomous Body or a reputable firm / company.	30 years
AIOU REGIONAL CENTERS					
25	Additional Regional Director Punjab (BPS-19)	01	2 nd Class Masters' Degree or equivalent from a HEC recognized University.	12 years' research / professional / administrative experience in Grade 17 or above in relevant field in a Government / Semi-Government or Autonomous Body of repute preferably in any distance / non-formal institution out of which 04-years' mandatory experience in BPS-18 or equivalent.	45 years
26	Deputy Regional Director (Sindh) (BPS-18)	01	2 nd Class Masters' Degree or equivalent from a HEC recognized University.	05 years' research / professional / administrative experience in BPS-17 and equivalent or above in relevant field in a Government / Semi- Government or Autonomous Body of repute preferably in any distance / non-formal institution.	40 years
27	Assistant Regional Director (Punjab) (BPS-17)	02	2 nd Class Masters' Degree or equivalent from a HEC recognized University.	Relevant Research / professional / administrative experience in Government / Semi- Government or Autonomous Body of repute in any distance / non-formal institution shall be preferred.	35 years
28	Assistant (Sindh) (BPS-15)	03	Second Class Bachelor's Degree	i. Typing speed 30 w.p.m. ii. After induction 6 weeks basis I.T Training Course (including MS Office) conducted by National Information Technology Board (NITB) or similar Institution.	30 years
29	Accounts Assistant (BPS-14) Punjab-01, Sindh-01, Balochistan-01, AJK-01, Gilgit-01	05	2 nd Class BA/ B.Com	2 years' experience in Accounts matters in Government Department or Autonomous body / University.	30 years
30	Upper Division Clerk (Balochistan) (BPS-11)	03	Second Class Intermediate	i. Typing speed of 30 w.p.m. ii. Knowledge of Computer applications and skills essential. iii. After 3 weeks basic I.T Training Course (including MS Office) conducted by National Information Technology Board (NITB) or similar Institution.	30 years
31	Lower Division Clerk (BPS-09) Punjab-07, KPK-03, Sindh-02, AJK-02 Balochistan-02	16	2 nd Division Matric	i. Typing speed of 30 w.p.m. ii. After induction 3 weeks basic I.T Training Course (including MS Office) conducted by National Information Technology Board (NITB) or similar Institution.	30 years

Important Points

- The eligibility of the candidates shall be determined as per AIOU services statutes 1978 as amended from time to time, relevant applicable rules of the Govt., terms and conditions of the advertisements and subsequent shortlisting/scrutiny shall strictly be determined/ carried out as per the provisions laid down in the and AIOU Recruitment Policy.
- Maximum age limit as prescribed under Rules shall be relaxed in pursuance of Relaxation of Upper Age Limit Rules, 1993 (amended from time to time), as provided in AIOU Services Statutes 1978 (amended from time to time). However, no further age relaxation shall be granted for Sr. Security Supervisor.
- Applicants are required to apply online, through AIOU Job Portal on www.aiou.edu.pk. Paid Challan in original is required to be presented at the time of test/interview.
- The candidates must submit their applications ONLINE. No hard copy of applications is acceptable. However, at the time of written test/interview, the candidates will have to bring original certificates/fee challan for verification.
- Applicants working on Regular/acting charge/officiating/Ad-hoc/current charge, and/or contract basis in Government/Semi-Government and Autonomous Bodies (including employees of AIOU) must apply through proper channel and submit 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.
- Information claimed in on-line application form will be treated as final, subsequent claims of experience and any other, earlier not given in on-line application form, are considered afterthought and an attempt to become eligible. Such subsequent claims shall not be accepted.
- The AIOU reserves the right to increase / decrease the number of posts or not to fill any post / withhold the appointment against any post, without assigning any reason thereof.
- Candidates are required to provide valid/non-MNP cell number (for SMS), and postal address for TCS/courier delivery. AIOU shall not be responsible for delay in courier or non receipt of SMS.
- The Schedule of processing fee is

BPS-07 to BPS-15	Rs. 500/-
BPS-16	Rs. 1000/-
BPS-17 & 18	Rs. 1500/-
BPS-19	Rs. 2000/-
- No TA/DA will be admissible to the candidates called for test/interview.
- Applications as prescribed must reach the undersigned by **16-05-2022**.

Raja Umer Younis, TI(M)