

# ALLAMA IQBAL OPEN UNIVERSITY



## SITUATION VACANT

invites online applications against the following positions on regular/contract basis.

Sr.	Name of Posts	No. of Posts	Qualification	Experience	Age Limit
<b>AIOU MAIN CAMPUS</b>					
1	Assistant Registrar (Legal) (BPS-17)	01	LLB 2 <sup>nd</sup> class from any recognized University by HEC.	02 years' experience as practicing lawyer in High Court.	35 years
<b>AIOU REGIONAL CENTERS</b>					
2	Student Counsellor (BPS-16) Punjab-02	02	2 <sup>nd</sup> Class Graduation from a HEC recognized University.	04 years' experience in education related activities in educational institutions of repute preferably in BPS-14 or equivalent. Knowledge of computer applications is essential.	33 years
3	Assistant (BPS-15) Punjab-01, KPK-01, Sindh-02, Balochistan-01	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
4	Upper Division Clerk (BPS-11) KPK-01,	01	Second Class Intermediate	i. Typing speed of 30 w.p.m. ii. Knowledge of Computer applications and skills essential. iii. After induction 3 weeks basic I.T Training Course (including MS Office) conducted by National Information Technology Board (NITB) or similar Institution.	30 years
5	Lower Division Clerk (BPS-09) Punjab-04, KPK-03, Sindh-02, Balochistan-02	11	2 <sup>nd</sup> 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
6	Driver (BPS-05) Punjab-01, KPK-02, Balochistan-01	04	i. Literate ii. H.T.V / PSV valid driving license	02 Years experience of driving light/ heavy vehicles.	30 years
7	Naib Qasid (BPS-02) Punjab-02, KPK-02, Balochistan-01	05	Literate	Experience of working in offices preferable.	30 years
8	Mali (BPS-02) Punjab-03, KPK-02, Sindh-02, Balochistan-01	08	Literate	2 years' field experience in horticultural operation.	30 years
9	Helper (BPS-02) Punjab-01	01	Primary Pass	Experience preferable	30 years
10	Chowkidar (BPS-02) KPK-03, Balochistan-02	05	Literate	-	30 years
11	Sanitary Worker (BPS-02) KPK-02, Balochistan-02	04	Literate	-	30 years

### Important Points

- Candidates selected against their respective provincial quota can be posted to any AIOU Regional Center in that province.
- The eligibility of the candidates shall be determined as per AIOU services statutes 1978 as amended upto April 2022, relevant applicable rules of the Govt., terms and conditions of the advertisement and subsequent shortlisting/scrutiny shall strictly be determined/ carried out as per the provisions laid down in the AIOU Recruitment Rules 2022, which are available at AIOU website.
- 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 upto April 2022).
- Applicants are required to apply online, through AIOU Job Portal on [www.aiou.edu.pk](http://www.aiou.edu.pk). Paid Fee 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 obtain 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 online 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-02	Rs. 200/-	Download Challan Form from AIOU Job Portal
BPS-05 to BPS-15	Rs. 500/-	
BPS-16	Rs. 1000/-	
BPS-17	Rs. 1500/-	
- No TA/DA will be admissible to the candidates called for test/interview.
- Last date for submission of online application is 15-03-2023.