

## REQUIREMENTS FOR ADMINISTRATIVE POSITIONS UNIVERSITY COLLEGE ZHOB

| S.No | POSITION & BPS                               | REQUIREMENTS & EXPERIENCE                                                                                                                                                                                                                                                                                                                                | MAXIMUM AGE<br>LIMIT /LOCAL<br>DOMICILE |
|------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| 1.   | Deputy Director<br>(BPS-18)                  | Master's degree (1 <sup>st</sup> Division) from recognized university/institution of Higher Education Commission with four years experience in relevant field in BPS-17 in any Govt./Semi Govt: Organization / Autonomous body / recognized university. Must possess good verbal & written communication skills. MS Office proficiency is pre-requisite. | 35 years/Balochistan                    |
| 2.   | Assistant<br>Controller of<br>Exams (BPS-17) | Master's degree (1 <sup>st</sup> Division) from recognized university/institution of Higher Education Commission with two years experience in relevant field, in any Govt./Semi Govt: Organization / Autonomous body / recognized university. Must possess good verbal & written communication skills. MS Office proficiency is pre-requisite.           | 35 years/Balochistan                    |
| 3.   | Assistant Director<br>(BPS-17)               | Master's degree (1 <sup>st</sup> Division) from recognized university/institution of Higher Education Commission with two years experience in relevant field, in any Govt./Semi Govt: Organization / Autonomous body / recognized university. Must possess good verbal & written communication skills. MS Office proficiency is pre-requisite.           | 35 years/Balochistan                    |
| 4.   | Assistant Director<br>Sports (BPS-17)        | Master's degree in Physical Education (1 <sup>st</sup> Division) from recognized university/institution of Higher Education Commission with two years experience in relevant field, in any Govt./Semi Govt: Organization / Autonomous body / recognized university.                                                                                      | 35 years/Balochistan                    |
| 5.   | Office Assistant<br>(BPS-16)                 | Bachelor Degree at least in 2nd Division from a recognized University. Good communication skills required. MS Office proficiency is pre-requisite                                                                                                                                                                                                        | 35 years/Balochistan                    |
| 6.   | Female Nurse<br>(BPS-16)                     | Intermediate or equivalent with diploma in Nursing from recognized institution. 06 years experience in relevant field in a well reputed hospital/medical institute. Experience in emergency medical care/operation theater management.                                                                                                                   | 35 years/Balochistan                    |
| 7.   | Male Nurse (BPS-16)                          | Intermediate or equivalent with diploma in Nursing from recognized institution. 06 years experience in relevant field in a well reputed hospital/medical institute. Experience in emergency medical care/operation theater management.                                                                                                                   | 35 years/Balochistan                    |
| 8.   | Library Assistant<br>(BPS-16)                | Master Degree in Library Sciences from a recognized University at least in 2nd Division.                                                                                                                                                                                                                                                                 | 35 years/Balochistan                    |