



SITUATION VACANT

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

Sr.#	Name of Posts	No. of Posts	Qualification	Experience	Age Limit
AIOU MAIN CAMPUS					
ON CONTRACT BASIS					
1	Director IET (BPS-20)	1	2 nd Class Masters' Degree or equivalent from a HEC recognized University.	17 years' relevant experience in Grade 17 or above of Program Manager Control of Educational Programmes, Producer in Pakistan Radio / Television or on equivalent post in the Audio-Visual Centres of University / Education Department or other relevant organization, with practical experience in Program Production and Media Management at a high level in a Government / Semi-Government / Autonomous Body or in organization of repute out of which 04-years' mandatory experience in BPS-19 or equivalent.	50 years
2	Director (IT) (BPS-20)	1	2 nd Class Masters' Degree in Computer Science / Software Engineering / Electrical Engineering / Telecom Engineering / IT or equivalent from a HEC recognized University.	17 years' experience in Grade 17 or above (or equivalent) in Technical, Planning, Designing, Implementation of Data Base Network / Web / Video Conferencing / Systems / E-Learning / Networks / IT Operations / IT Projects / Data Centre / Security in a Government / Semi-Government / Autonomous Body / National or International organization of repute out of which 04-years' mandatory experience in BPS-19 or equivalent. Certification like OCP, CCNA or related from well reputed international institution will be preferred.	50 years
3	Chief Security Officer (BPS-19)	1	Retired Commissioned Officer from Pak Army not below the rank of Maj with good service record. Experience 12- years.		55 years
ON REGULAR BASIS					
1	Director Quality Enhancement Cell (QEC) (BPS-20)	1	Ph.D. in the relevant field from an HEC recognized University / Institution.	i. 10 years teaching / research experience in a HEC recognized university or a post graduate institution or professional experience in the relevant field in a National or International organization. OR 5 years post PhD teaching / research experience in a HEC recognized university or a post graduate institution or professional experience in the relevant field in a National or International organization. ii. Minimum No. of Publications: The applicant must have 10 research publications (with at least 4 publications in last 5 years in HEC recognized journals).	50 years
2	Director Administration (BPS-20)	1	2 nd Class Masters' Degree or equivalent from a HEC recognized University	17 years' relevant administrative experience at a high level in Grade-17 or above in a Government / Semi-Government / Autonomous Body or University of repute out of which 04-years' mandatory experience in BPS-19 or equivalent.	50 years
3	Director Works (BPS-20)	1	2 nd Class B.Sc Civil Engineering or BS Civil Engineering (4 years study) from HEC recognized University.	17 years of relevant experience in Grade 17 or above (or equivalent) of construction/ maintenance of buildings/ roads and civil services in a Government/ Semi-Government/ National or International organization of repute out of which 12-years' mandatory experience in BPS-18 or above.	50 years
4	Additional Director (Planning & Development) (BPS-19)	1	2 nd Class Masters' Degree or equivalent preferably in Economics, Statistics and Educational Planning & Management from a HEC recognized University.	12 years' administrative experience in Grade 17 or above including that of planning and development in a Government/ Semi-Govt. or Autonomous Body of repute preferably in any University out of which 04-years' mandatory experience in BPS-18 or equivalent.	45 years
5	Librarian (BPS-19)	1	2 nd Class Masters' Degree or equivalent in Library and Information Sciences from a HEC recognized University.	12 years' professional-cum-administrative experience in Grade 17 or above in the relevant field in a Government/ Semi-Government or Autonomous Body of repute out of which 04-years' mandatory experience in BPS-18 or equivalent.	45 years
6	Deputy Director Student Affairs (BPS-18)	1	2 nd Class Masters' Degree or equivalent from a HEC recognized University.	05 years' 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
7	Senior Staff Officer to the Vice Chancellor/ Secretary (BPS-18)	1	2 nd Class Masters' Degree or equivalent from a HEC recognized University.	05 years' experience in BPS-17 and equivalent or above in relevant field in a Government/ Semi-Government/ Autonomous Body National/ International organization of repute.	40 years
8	Deputy Director (IT) (BPS-18)	1	2 nd Class Masters' Degree in Computer Science/ Software Engineering/ Electrical Engineering/ IT/ Telecom Engineering or equivalent from a HEC recognized University.	05 years' experience in BPS-17 and equivalent or above in Designing, Implementation / Operations and support of Data Base/ Software/ Web/ Video Conferencing / Systems/ E-Learning / Networks / IT Operations / IT Projects / Data Centre / Security in a Government / Semi-Government or Autonomous Body / National or International organization of repute. Certification like OCP, CCNA or related from well reputed international institution will be preferred.	40 years
9	Assistant Director-IT (BPS-17)	1	2 nd Class Masters' Degree in Computer Science / Electrical Engineering / IT/ Telecom Engineering or equivalent from a HEC recognized University.	Relevant experience in Implementation / Operations and support of Data Base / Software / Web / Video Conferencing / Systems / E-Learning / Networks / IT Operations / IT Projects / Data Centre / Security in a Government / Semi-Government or Autonomous Body of repute shall be preferred.	35 years
10	Assistant Director Administration (BPS-17)	1	2 nd Class Masters' Degree or equivalent from a HEC recognized University	Relevant experience shall be preferred in a Government / Semi-Government / Autonomous Body or in University of repute.	35 years
11	Assistant Director Works (Civil) (BPS-17)	1	2 nd Class B.Sc. Engineering or BS Engineering (4 years study) from HEC recognized University.	Relevant experience shall be preferred in a Government / Semi-Government / National or International organization of repute.	35 years
12	Assistant Registrar (BPS-17)	2	2 nd Class Masters' Degree or equivalent from a HEC recognized University.	Relevant experience shall be preferred in a Government / Semi-Government / Autonomous Body or in University of repute.	35 years

Sr.#	Name of Posts	No. of Posts	Qualification	Experience	Age Limit
13	Assistant Treasurer (BPS-17)	1	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 shall be preferred in a Government / Semi-Government / Autonomous Body or in any National / International organization of repute.	35 years
14	Designers (Graphic) (BPS-17)	1	2 nd Class Masters' Degree or equivalent preferably in Fine Arts/ Graphic design from a HEC recognized University.	Relevant professional experience in professional design in print production/ video production design in a Government/ Semi-Government/ Autonomous Body or organization of repute shall be preferred.	35 years
15	Overseer Electrical/Civil (BPS-14)	2	BS (Electrical / Civil) OR Diploma of Associate Engineer in Electrical / Civil Engineering from Board of Technical Education or a recognized Institution.	Experience in the relevant field preferable OR 2 years' experience of construction / maintenance of buildings / roads and civil services or other work in the relevant field as Assistant to Overseer in a Government Department / Autonomous Body or a reputable firm / company.	30 years
16	Composer (BPS-14)	2	Intermediate in Computer Sciences OR FA & Certificate of 1-year duration in Computer Operation from recognized Institution like Pakistan Computer Bureau.	1-year experience of working on computer in a government department, autonomous body or a reputable private press. OR 1-year experience of working on computer in a government department, autonomous body or a reputable private press.	30 years
17	Imam Masjid / Khateeb (BPS-13)	2	i. Dars-e-nizami/ Darja-e- Almia ii. Fazel Arabi preference to Hafiz-e-Quran OR Shahadat-al-Almia (from a recognized wafaq) preference to Hafiz-e-Quran	3 years' experience of serving as Imam Masjid and teaching of the Holy Quran and Hadith in a Government Department / Autonomous body or in a Mosque of Auqaf Directorate.	30 years
18	Call Centre Supervisor (BPS-11)	1	2 nd Class Intermediate	02-years' experience of Supervising of call centre for handling incoming and outgoing calls in a Public/ Private organization of repute	30 years
19	Covering Machine Operator (BPS-09)	1	2 nd Class Matriculation	2 years' experience in the relevant field in a government or reputable private printing press.	30 years
20	Stitching Machine Operator (BPS-09)	1	2 nd Class Matriculation	2 years' experience in the relevant field in a government or reputable private printing press.	30 years
21	Cutting Machine Operator (BPS-09)	1	2 nd Class Matriculation	2 years' experience in the relevant field in a government or reputable private printing press.	30 years
22	Call Centre Representatives (BPS-09)	10	2 nd Class Matriculate	—	30 years
23	Sanitary Supervisor (BPS-09)	1	Matriculate	5 years' experience as sanitary worker BPS-02 in a Government Department or Autonomous Body or a reputable firm / company	30 years
24	Electrician (BPS-07)	1	2 nd Class Matric / Certificate of Electrician 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
25	Generator Mechanic (BPS-07)	1	Middle Pass	2 years' service / experience as Generator Operator in a Government Department / Autonomous body or a reputable firm / company.	30 years
26	Moazan (BPS-06)	1	Middle Pass (Preference to Hafiz-e- Quran)	—	30 years
27	Aluminum / Glass Fabricator (BPS-05)	1	Middle Pass	2 years' experience as Aluminum/ Glass Fabricator in a Government Department / Autonomous body or a reputable firm / company.	30 years
28	Junior Electrician (BPS-05)	1	2 nd Class Matriculation with Certificate in Electrical from Board of Technical Education.	Experience in the relevant field preferable.	30 years

AIOU REGIONAL CENTERS

ON REGULAR BASIS

Sr.#	Name of Posts	No. of Posts	Qualification	Experience	Age Limit
01	Assistant Regional Director (BPS-17) Punjab-2, Sindh-1, Balochistan-1	04	2 nd Class Masters' Degree or equivalent from a HEC recognized University.	Relevant experience shall be preferred in a Government / Semi-Government / Autonomous Body or in University of repute.	35 years
02	Student Counselor (BPS-16) Punjab Province	02	2 nd 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
03	Assistant (BPS-15) Sindh Province	02	Second Class Bachelor's Degree	i. Typing speed 30 w.p.m. ii. After induction 6 weeks basic IT Training Course (including MS Office) conducted by National Information Technology Board (NITB) or similar institution.	30 years
04	Driver (BPS-05) Punjab Province	01	i. Literate ii. H.T.V/ PSV valid driving license	02 Years experience of driving light/ heavy vehicles.	30 years
05	Naib Qasid (BPS-02) Punjab Province	02	Literate	Experience of working in offices preferable.	30 years
06	Chowkidar (BPS-02) KPK Province	03	Literate	—	30 years
07	Sanitary Worker (BPS-02) KPK-2, Balochistan-2	04	Literate	—	30 years

Important Points

- Candidates applying for positions of BPS-05 and above are required to apply online, through AIOU Job Portal "careers.aiou.edu.pk".
- 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.
- 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 candidate applying for positions of BPS-02 shall submit application alongwith paid fee challan (separately for each position) in HRD Section, Registrar Department, AIOU, H-8, Islamabad, in hard form on prescribed proforma available on the AIOU website.
- 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.
- Candidates selected against their respective provincial quota can be posted to any AIOU Regional Center in that province.
- 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 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.
- The AIOU reserves the right to increase / decrease the number of posts or to fill any post / withhold the appointment against any post, without assigning any reason therefor.
- 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 candidates who applied against the posts advertised in March, 2023 by AIOU, need not to apply again.
- The Schedule of processing fee is:

BPS-02	Rs. 200/-
BPS-05 to BPS-15	Rs. 500/-
BPS-16	Rs. 1000/-
BPS-17 & BPS-18	Rs. 1500/-
BPS-19	Rs. 2000/-
BPS-20	Rs. 3000/-
- Paid Fee Challan in original is required to be presented at the time of test/interview.
- No TA/DA will be admissible to the candidates called for test/interview.
- Last date for submission of application is 08-10-2024.