



Mehran University of Engineering & Technology (MUET) Jamshoro, seeking qualified and talented professionals for its HEC-funded project “Modernization of Academic & Research Facilities for Students” at Jamshoro. The positions will be filled on the contractual basis initially for one year, extendable up to three years, contingent upon satisfactory performance. The Candidates meeting criteria for the following positions are encouraged to apply as under.

POSITION: CIVIL SUB-ENGINEER

Salary: Rs. 70,000/ Fixed

Position Available: 01.

Academic / Professional Qualification Requirements:

- Bachelor's Degree in Civil Engineering (B.E) with 16 years of education, with a First-Class distinction, or an equivalent qualification from (HEC) recognized University or Institution.
- A minimum of 3 years of practical experience in the supervision of civil or construction projects within either public or private organizations.
- Proficiency in evaluating structural and architectural drawings.
- Capability to verify quantity measurements, assess material quality, and supervise work according to drawings.
- Preference will be given to candidates with experience in universities or Higher Education Institutions (HEIs).
- Valid registration with the Pakistan Engineering Council (PEC).
- Health and safety awareness in construction works.
- Strong organizational and time management skills, including the ability to manage multiple tasks concurrently.
- Excellent communication and interpersonal skills.
- Proficiency in project planning and management tools like Primavera and AutoCAD.
- Ability to work both independently and as part of a team, displaying flexibility and adaptability.

POSITION: ELECTRICAL SUB-ENGINEER

Salary: Rs. 70,000/ Fixed

Position Available: 01.

Academic / Professional Qualification Requirements:

- Bachelor's Degree in Electrical Engineering (B.E) with 16 years of education, with a First-Class distinction, or an equivalent qualification from an HEC recognized University or Institution.
- A minimum of 3 years of practical experience in the supervision of electrical projects within either public or private organizations.
- Proficiency in evaluating electrical drawings, electrical systems, circuitry, and electrical equipment used in buildings and facilities.
- Capability to verify quantity measurements and assess material quality, while ensuring work is in compliance with drawings.
- Preference will be given to candidates with experience in universities or Higher Education Institutions (HEIs).
- Valid registration with the Pakistan Engineering Council (PEC).
- Experience in electrical maintenance and troubleshooting for ensuring smooth operation of electrical systems.
- Health and safety awareness in construction works.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.

POSITION: ACCOUNTANT

Salary: Rs. 70,000/ Fixed

Position Available: 01.

Academic / Professional Qualification Requirements:

- BBA/ BPA/B.Com/ ACCA or an equivalent qualification with 16 years of education from an HEC recognized degree-awarding University or Institution.
- Specialization in Accounting or Finance with a minimum of 3 years of proven relevant experience.
- Experience in any Government, Semi-government, Autonomous, or Higher Education Institutions (HEIs) will be given preference.
- Proficiency in modern accounting principles, including knowledge of books of accounts, public sector/government financial rules, audits, and procedures.
- Strong organizational and time management skills, including the ability to manage multiple tasks concurrently.
- Excellent communication and interpersonal skills.
- Familiarity with Higher Education Commission (HEC) Islamabad's and Planning Commission's guidelines and procedures is advantageous.
- Ability to work independently and as part of a team, demonstrating flexibility and adaptability.
- Preference will be given to candidates with higher degrees in a relevant field.

POSITION: CLERK-CUM-PC OPERATOR

Salary: Rs. 40,000/ Fixed

Position Available: 01

Academic / Professional Qualification Requirements:

- Graduate with a minimum of 14 years of education from an HEC recognized degree-awarding University or Institution.
- A minimum of 3 years of proven relevant experience in roles related to Annual Development Programme (ADP) Projects, Public Sector Development Programme (PSDP) Projects, and Foreign Aided Projects.
- Possession of a computer proficiency certificate from a reputable and recognized institute is mandatory.
- Proficiency in Microsoft Office Suite, including MS Word, MS Excel, MS PowerPoint, and the ability to troubleshoot hardware and software issues.
- Strong organizational and time management skills, including the ability to manage multiple tasks concurrently.
- Excellent communication and interpersonal skills.
- Ability to work both independently and as part of a team, demonstrating flexibility and adaptability.

POSITION: TECHNICIAN (SOLAR SYSTEM)

Salary: Rs. 30,000/ Fixed

Position Available: 01

Academic / Professional Qualification Requirements:

- Diploma /Certification in Electrical Technology or Solar Power Generation from a reputable and recognized institute.
- A minimum of 8 years of hands-on experience in solar panel installation, maintenance, and troubleshooting, PV systems, inverters, charge controllers, batteries, and related components.
- Preference will be given to candidates possessing a Diploma of Associate Engineer (DAE) in Electrical Technology.
- Excellent communication and interpersonal skills.
- Ability to work both independently and as part of a team, demonstrating flexibility and adaptability.

POSITION: ATTENDANT

Salary: Rs. 25,000/ Fixed

Positions Available: 02

Academic Qualification Requirements:

- Matriculation from a recognized board.
- Additional qualifications will be given preference.
- Candidates are required to adhere to the office dress code.

Last date for submission of application forms is 23rd November 2023.

OTHER TERMS & CONDITIONS:

1. Candidates employed in Government, Semi-Government, Autonomous, or Semi-Autonomous bodies must apply through the proper channel with Departmental Permission (NOC). No application will be entertained without the NOC.
2. Only shortlisted candidates will be called for written tests and interviews.
3. The university reserves the right to cancel any advertised post(s), either wholly or in part.
4. Incomplete applications will not be entertained.
5. No academic or experience certificates will be accepted after the closing date.
6. Canvassing in any form will disqualify the candidate.
7. No travel allowance or daily allowance will be paid for appearing in written tests or interviews.
8. The relevant basic degree must be registered and recognized with PEC/HEC.

APPLICATION PROCEDURE:

- Online application can be filled at website: <http://recruitment.muet.edu.pk> and submitted online, **the copy of same be downloaded and hard copy be forwarded to Director Human Resources, MUET Jamshoro** with the inclusion of a Pay Order/Bank Draft of **Rs.2000/=** for position Serial No. 1-3 and **Rs.1500/=** for serial no 4-6 in Favor of Director Finance, MUET, Jamshoro.
- The application hard copy must coupled with detailed CV, attested photocopies of all educational / experience certificates, (Domicile, PRC, and CNIC), Matriculation Pakka Certificate, and valid PEC Registration Certificate be submitted, **To the Director Human Resources, MUET Jamshoro,** through Courier / Post, on or before the closing date, i.e. **23rd November, 2023.** No by hand application will be entertained.
- No further any sort of communication after form submission will be made after the due date.
- The name of the applied post should be clearly mentioned on the top right of the envelope.
- Applications on plain paper and/or CVs will not be entertained.

Further information can be obtained from:

Email: info.hr@admin.muet.edu.pk



Director
Human Resources
MUET, Jamshoro.