

## ELIGIBILITY CRITERIA

### A- AIOU MAIN CAMPUS

Sr. No.	Name of Post With BPS	Academic Qualification	Experience
01	Director Admissions (BPS-20)	2 <sup>nd</sup> Class Masters' Degree or equivalent from a HEC recognized University.	17 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-19 or equivalent.
02	Director Administration (BPS-20)	2 <sup>nd</sup> Class Masters' Degree or equivalent from a HEC recognized University	17 years' of relevant administrative experience at a high level in Grade 17 or above in Government / Semi-Government/ Autonomous Body or University of repute out of which 04-years' mandatory experience in BPS-19 or equivalent.
03	Director Academic Planning & Course Production (AP&CP) (BPS-20)	2 <sup>nd</sup> Class Masters' Degree or equivalent from a HEC recognized University.	17 years' administrative experience in Grade 17 or above in a recognized University or professional experience in the relevant field (Academic, Planning and Course Production and editing text material) in a National or International organization of repute out of which 04-years' mandatory experience in BPS-19 or equivalent.
04	Director (IT) (BPS-20)	2 <sup>nd</sup> 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.
05	Director Public Relations (BPS-20)	2 <sup>nd</sup> Class Masters' Degree or equivalent in Journalism / Mass Communication / Management / IR / Political Sciences / Social Sciences from a HEC recognized University.	17 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-19 or equivalent.
06	Director Works (BPS-20)	2 <sup>nd</sup> Class B.Sc. Engineering or BS 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 04-years' mandatory experience in BPS-19 or above.
07	Director Print Production Unit (BPS-20)	2 <sup>nd</sup> Class Masters' or equivalent preferably in Chemical / Mechanical / Electrical Engineering from HEC recognized University, preferably along with Diploma in Printing and Graphic Arts Technology from Government repute institution.	17 years' of relevant experience in Grade 17 or above of working in large scale printing press with considerable managerial responsibility for printing and liaison with public and private printing concerns in Government / Semi Government / Autonomous Body or commercial/ industrial concern of repute, out of which 04-years' mandatory experience in BPS-19 or equivalent. Preference will be given to person who has wide range of practical experience of production (particularly with reference to extensively illustrated publications) costing and budgeting procedures in connection with printing.
08	Additional Controller of Examinations (BPS-19)	2 <sup>nd</sup> 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.

Sr. No.	Name of Post With BPS	Academic Qualification	Experience
09	Additional Director Purchase (BPS-19)	2 <sup>nd</sup> 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.
10	Additional Director (IT) (BPS-19)	2 <sup>nd</sup> Class Masters' Degree in Computer Science/Software Engineering/ Electrical Engineering/ IT/ Telecom Engineering or equivalent from a HEC recognized University	12 years' experience in Grade 17 or above (or equivalent) in Technical, Planning, 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 out of which 04-years' mandatory experience in BPS-18 or equivalent. Certification like OCP, CCNA or related from well reputed international institution will be preferred.
11	Print Manager (BPS-19)	2 <sup>nd</sup> Class Masters' Degree or equivalent preferably in Chemical / Mechanical / Electrical Engineering from HEC recognized University along with Diploma in Printing and Graphic Arts Technology from Government repute institution.	12 years' professional experience in Grade 17 or above with considerable managerial responsibility for printing and liaison with public and private printing concerns in Government / Semi Government / Autonomous Body or commercial/ industrial concern of repute, out of which 04-years' mandatory experience in BPS-18 or equivalent. Preference will be given to person who has wide range of practical experience of production (particularly with reference to extensively illustrated publications) costing and budgeting procedures in connection with printing.
12	Deputy Controller of Examinations (BPS-18)	2 <sup>nd</sup> Class Masters' Degree or equivalent from a HEC recognized University.	07 years' relevant experience in Grade-16 or above in a Government/ Semi-Government/ Autonomous Body or in University of repute out of which 03-years' mandatory experience in BPS-17 or equivalent.
13	Senior Course Production Coordinator (BPS-18)	2 <sup>nd</sup> Class Masters' Degree or equivalent from a HEC recognized University.	07 years' administrative experience in Grade 16 or above in a recognized University or professional experience in the relevant field (Academic, Planning and Course Production) in a National or International organization of repute out of which 03-years' mandatory experience in BPS-17 or equivalent.
14	Deputy Director Works (BPS-18)	2 <sup>nd</sup> Class B.Sc. Engineering or BS Engineering (4 years study) from HEC recognized University	07 years' of relevant experience in Grade 16 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 03-years' mandatory experience in BPS-17 or equivalent.
15	Deputy Print Manager (BPS-18)	2 <sup>nd</sup> Class Masters' or equivalent preferably in Chemical / Mechanical / Electrical Engineering from HEC recognized University along with Diploma in Printing and Graphic Arts Technology from Government repute institution.	07 years' experience in Grade 16 or above of printing and publication in Government / Semi Government / Autonomous Body or commercial/ industrial concern of repute out of which 03-years' mandatory experience in BPS-17 or equivalent.
16	Deputy Director Regional Services (BPS-18)	2 <sup>nd</sup> Class Masters' Degree or equivalent from a HEC recognized University.	07 years' research /professional/administrative experience in Grade 16 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 03-years' mandatory experience in BPS-17 or equivalent.
17	Assistant Director Purchase (BPS-17)	2 <sup>nd</sup> Class Masters' Degree or equivalent from a HEC recognized University	02 years' relevant administrative experience in a Government / Semi-Government / Autonomous Body or in University of repute in BPS-16 or equivalent.

Sr. No.	Name of Post With BPS	Academic Qualification	Experience
18	Assistant Director / In charge Guest House (BPS-17)	2 <sup>nd</sup> Class Masters' Degree or equivalent from a HEC recognized University	02 years' relevant experience of handling/ Managing the affairs of Guest House / Officer Mess in a Government / Semi-Government/ Autonomous Body or in University of repute in BPS-16 or equivalent.
19	Assistant Director International Collaboration and Exchange (ICE) (BPS-17)	2 <sup>nd</sup> Class Masters' Degree or equivalent from a HEC recognized University.	02 years' research / professional / administrative experience in Grade 16 or equivalent in the relevant field of liaison with National / International organization in a Government/ Semi-Government or Autonomous Body of repute.
20	Assistant Treasurer (BPS-17)	Chartered Accountant/ACMA or 2 <sup>nd</sup> Class Masters' Degree or equivalent preferably in Business Admin (Specialization in Finance)/ Commerce from a HEC recognized University.	02 years' relevant experience in a Government/Semi-Government/Autonomous Body or in any National/International organization of repute in BPS-16 or equivalent.
21	Assistant Librarian (BPS-17)	2 <sup>nd</sup> Class masters' Degree or equivalent in Library and Information Sciences from a HEC recognized University.	02 years' professional-cum-administrative experience in a Government/ Semi-government or Autonomous Body of repute in BPS-16 or equivalent.
22	Planning Officer (BPS-17)	2 <sup>nd</sup> Class Masters' Degree or equivalent preferably in Economics, Statistics and Educational Planning & Management from a HEC recognized University.	02 years' relevant experience in a Government/Semi-Government or Autonomous Body of repute preferably in any University in BPS-16 or equivalent.
23	Research Associate (BPS-17)	Master Degree or equivalent qualification preferably in Basic Sciences or Social Sciences, Statistics, Education.	4 years' experience in relevant field especially in publication journals, report writing and data analysis.
24	Printer (BPS-17)	2 <sup>nd</sup> Class Masters' Degree or equivalent preferably in Chemical / Mechanical / Electrical Engineering from HEC recognized University, along with Diploma in Printing and Graphic Arts Technology from Government repute institution.	02 years' experience of printing and publication in Government / Semi Government / Autonomous Body or commercial/ industrial concern of repute in BPS-16 or equivalent.
25	Medical Officer (Male/ Female) (BPS-17)	MBBS, Registered with Pakistan medical and Dental Council (PM &DC)	02 years' experience including 01-year House Job at Registered Medical Centre, preferable in government or Semi-Autonomous Organization of repute preferably in BPS-16 or equivalent.
26	Assistant Director (Transport Operations) (BPS-17)	2 <sup>nd</sup> 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.
27	Assistant Director Press and Media (BPS-17)	2 <sup>nd</sup> Class Masters' Degree or equivalent in Journalism/ Mass Communication/ Management/ IR/ Political Science/ Social Sciences from a HEC recognized University.	02 years' relevant experience of Protocol, Journalism and Public Relation in a Government/ Semi-Government or Autonomous Body in BPS-16 or equivalent.
28	Assistant Director Regional Services (BPS-17)	2 <sup>nd</sup> Class Masters' Degree or equivalent from a HEC recognized University.	02 years' research /professional/administrative experience in a relevant field in a Government/Semi-Government or Autonomous body of repute preferably in any distance/non-formal institution in BPS-16 or equivalent.
29	Assistant Security Officer (BPS-16)	Graduate	Ex Armed Forced Personnel or individual from CAF/Police not below the rank of Jr. Commissioned Officer or equivalent with excellent service record and exemplary character. (Age below 48) Experience 10- years

Sr. No.	Name of Post With BPS	Academic Qualification	Experience
30	Deputy Assistant Director Day Care (Female) (BPS-16)	2 <sup>nd</sup> Class Graduation from a HEC recognized University	04 years' experience in relevant in a Government/Semi-Government or Autonomous Body of repute preferably in BPS-14 or equivalent

**B- AIOU REGIONAL CAMPUS/CENTERS**

Sr. No.	Name of Post With BPS	Academic Qualification	Experience
01	Regional Director (BPS-20)	2 <sup>nd</sup> Class Masters' Degree or equivalent from a HEC recognized University.	17 years' 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-19 or equivalent.
02	Additional Regional Director (BPS-19)	2 <sup>nd</sup> 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.
03	Deputy Regional Director (BPS-18)	2 <sup>nd</sup> Class Masters' Degree or equivalent from a HEC recognized University.	07 years' research /professional/administrative experience in Grade 16 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 03-years' mandatory experience in BPS-17 or equivalent.
04	Assistant Regional Director (BPS-17)	2 <sup>nd</sup> Class Masters' Degree or equivalent from a HEC recognized University.	02 years' research /professional/administrative experience in a relevant field in a Government/Semi-Government or Autonomous body of repute preferably in any distance/non-formal institution in BPS-16 or equivalent.
05	Upper Division Clerk (BPS-11)	Second Class Intermediate	i. Typing speed of 30 w.p.m. ii. Knowledge of Computer applications and skills essential.