

INSTITUTE OF BUSINESS AND MANAGEMENT
UET, Lahore

Situations Vacant

Applications are invited for the following staff positions at the Institute of Business and Management (IB&M), University of Engineering & Technology (UET), Lahore, as per the given eligibility criteria:

Sr. #	Post	Eligibility Criteria
1.	Deputy Controller of Examinations & Admission	MA/MSc or equivalent from a reputed national/international University with good knowledge of examinations policies & procedures. 07 years professional experience with at least 04 years post qualification experience in exam & admission related activities in any high profile educational institution and have strong written & communication skills. Must be familiar with examination related software. Maximum Age Limit: 50 years
2.	Budget & Accounts Officer	ICMA/CA Inter/MBA(Finance)/M.Com or equivalent from a reputed national/international University with good knowledge of Accounting applications. Candidate must have strong communication skills both in verbal & writing. 07 years professional experience of accounts & finance in reputed national/international organization with at least 04 years post qualification experience. Maximum Age Limit: 50 years

General Information:

- i. The Selection Committee will consider all applications received and will interview, when find necessary, the candidates as it considers prime-facie most suitable for appointment.
- ii. Non-Faculty Job Application forms can be downloaded from the website www.ibm-uet.edu.pk or also available in HR Section, IB&M. Applications on prescribed form, completed in all respects, alongwith necessary documents which must contain full academic record/transcripts of each examination and Postal Order or Bank Draft/bank CHALLAN of Rs. 200/- as processing fee in favour of Director IB&M, HBL, UET Lahore, should reach at IB&M by **16th August 2010** through proper channel, where-ever necessary.
- iii. Incomplete or applications received after the due date shall not be considered.
- iv. Only shortlisted candidates will be called for interviews.
- v. Candidate must have strong written, communication with credible evidence of strong team building skills.
- vi. Candidate having foreign qualification, international experience and working in reputed business educational institutions would be preferred.
- vii. No TA/DA will be paid for the interview.

Director
Institute of Business & Management
GT Road, UET, Lahore
Tel: 042-6810815
Website: <http://www.ibm-uet.edu.pk>