



INTERNAL CIRCULAR
(for Junior Clerks Promotions)

Applications are invited on prescribed forms (available on official website and in Registrar Office) from the Junior Clerks of University of Swat, based on merit and seniority cum fitness with a ratio of 40:60 respectively of the available vacant budgetary posts, as per following eligibility criteria:

S#	Name of Post	BPS	Eligibility Criteria
1	Senior Clerk	14	Intermediate in at least 2 nd Division with 05 years satisfactory service as Junior Clerk in the University. OR Matric in at least 2 nd division with 07 years satisfactory service as Junior Clerk in the University.

PROCEDURE FOR SUBMISSION:

The applicant shall submit their application forms along with attested photocopies of complete documents i.e. one recent passport size photograph, National Identity Card (NADRA), Educational Testimonials, Domicile, Service Certificate, etc. and a deposit receipt of Rs. 1000/- (non-refundable) deposited in any branch of Habib Bank Limited, Pakistan in University of Swat Account No. 7901357503, Branch Code. 0221. The Same should reach to this office on or before **November 12, 2020 (Thursday) till 02:30 PM.**

Incomplete applications and those received after the due date will not be entertained.

Fayyaz Ahmed Khan
Deputy Registrar Meetings

UoS/Meetings/2020-21² Dated: 29/10/2020

Copy for information to the:

1. PS to Vice Chancellor
2. PS to Registrar
3. Webmaster **(to upload the same on official website)**
4. All Heads of Teaching Departments /Administrative Sections **(w.r.t inform all concerned staff)**
5. File

Fayyaz Ahmed Khan
Deputy Registrar Meetings