



University of Baltistan, Skardu

Assistant Registrar

Job Summary

The Assistant Registrar is responsible to look after the non-academic administrative functions at the right time like management and supervision of the operations of the admissions and registration, assessment services and information services units within the Registrar's Office. He also assists the Registrar and Deputy Registrar in developing, implementing, monitoring and evaluating procedures and policies for admissions and registration. The Assistant Registrar assists the Registrar in the provision of leadership to ensure effective coordination, monitoring, supervision, and continuous improvement of operational admission, registration and graduation procedures at the university.

Duties and Responsibilities

- To assist the Registrar in developing, implementing, monitoring and evaluating procedures and policies for admissions and registration;
- To handle multiple responsibilities, solve complex problems, and ensure that systems and processes meet service expectations;
- To observe and evaluate operations, procedures, and activities within area of specialization; recommend improvements and modifications to help maintain smooth operation of daily functions;
- To ensure an accurate and detailed record of system policies and procedures is available, and develops procedures to improve relevant operations;
- To organize and administer records, progression and graduation eligibility of all students within the University's systems; report on trends, students of concern and other areas as needed;
- To participate in the recruitment and selection of staff and ensures the effective management and development of staff;
- To oversee scholarships at the University (the selection, maintenance and updating of the scholarship students' files);
- To collect, maintain and report student records within University Order/statutes guidelines (i.e., grades, registration data, transcripts, mid-term verification, athletic eligibility, academic probation) and associated audits;

- To manage daily office email traffic, course changes and student/faculty inquiries;
- To collaborate with all administrators, faculty, IT staff, and clinical staff to facilitate and improve services to students;
- To ensure an accurate and detailed record of System policies and procedures is available, and develops procedures to improve relevant operations;
- To manage data including accurate records of graduates and entry/exit information;
- To provide evaluation data for various departments and develop enhanced systems for transcript production;
- To maintain student files and ensure confidentiality of information;
- Maintenance of General Student Records;
- To oversee the dining and canteen contracts and monitor the service;
- To exercise absolute confidentiality and discretion when dealing with sensitive and confidential information;
- To undertake any task(s) assigned by the Registrar/competent authorities as per prescribed manners and within the given time.



UNIVERSITY OF BALTISTAN, SKARDU

Assistant Security Officer

Job summary:

Provides security for faculty, staff, students, and visitors within an assigned area of the University campus. Provide basic public assistance services as needed, and performs routine security and public safety patrol duties within assigned area. Remains alert to emergency situations and provides first-line response for emergency management.

Main Responsibilities:

- Maintaining security controls for issued University keys; safeguards and controls issued University equipment;
- Confronting and excluding any undesirable individuals from the university areas;
- Maintaining accurate and legible security Activity Logs, Guest Logs and submitting these logs and forms in a timely manner to the office;
- To remains alert for the presence of unauthorized persons and/or security code violators; approaches suspicious persons and/or notifies police as appropriate; may confront and/or detain violators, as required, until police arrive;
- To informs and warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles;
- Examining doors, windows, and gates to ensure security; uses University keys to open and close buildings; monitors closed buildings for unauthorized persons and/or suspicious activities;
- Assisting in emergencies as needed (health, fire, bomb threats, discipline incidents, etc.);
- Performing all additional duties assigned as deemed necessary;



UNIVERSITY OF BALTISTAN, SKARDU

Assistant

Job summary:

Assistant will maintain, manage and organize flow of different kind of official documentation, with confidential record keeping.

Main Responsibilities

- To dispatch all types of letters on daily basis and return the office copies to concern office;
- To maintain service postage stamps account;
- To prepare envelopes for dispatch;
- To ensure safety and security of office equipment at his disposal;
- To receive and diarize and all letters / applications forms / documents etc;
- To enter application form in the diary register to sort out post wise application form before onward submission to the dealing sections;
- To guide candidates / visitors in the absence of receptionist;
- To ensure safety and security of office record and equipment at his disposal;
- To seek guidance from his seniors if any problem is confronted;
- To maintain diary and dispatch registers in the section;
- To perform the duties of Clerk in his absence;
- Any other duty assigned to him by his seniors.



UNIVERSITY OF BALTISTAN, SKARDU

Senior Clerk

Job summary:

Senior clerk will maintain, manage and organize flow of different kind of official documentation, with confidential record keeping.

Main Responsibilities

- Supporting senior managers and executives with daily clerical tasks;
- Communicating effectively both in person and by telephone with the public and other department personnel;
- Planning meetings and take detailed minutes;
- Answer phone calls, provide information to callers or connect callers to appropriate people;
- To schedule appointments and update calendar;
- To make travel arrangements and reservations for senior managers;
- Composing and type regular correspondence, like invitations and informative material;
- Developing and maintain a filing system;
- Creating spreadsheets and presentations;
- To provide statistical and budget reports;
- To greet and provide general support to visitors;
- To implement office policies and procedures;



UNIVERSITY OF BALTISTAN, SKARDU

Junior Clerk

Job summary:

Junior clerk will maintain, manage and organize flow of different kind of official documentation, with confidential record keeping.

Main Responsibilities

- To receipt and dispatch including File Tracking System;
- Diarizing (to enter all receipts of the Section in Diary Register) and placing them on relevant files or open new files;
- Sorting, distribution and filing of papers;
- Maintaining of registers relating to office files, recorded files, destroyed files and movement register showing the whereabouts of the files received in or sent out of the Section;
- He should also keep a register of pending cases, showing the files required to be submitted for issue of reminders or otherwise on due dates, a register of reference books available in the Section and maintain other prescribed registers.
- Recording Keeping;
- Dealing establishment and accounts matters (preparation of pay bills, T.A. bills, etc.);
- Handling of cash, if posted as a Cashier;
- Stationery indenting, storing and distribution.



UNIVERSITY OF BALTISTAN, SKARDU

Deputy Registrar Academics

Job Summary

This position is responsible for smooth execution of all operations in the Academic Systems and Registrar's Office as per the University's vision, the guidelines of the Higher Education Commission (HEC).

Duties and Responsibilities

- Maintaining and monitoring the database for student records, alumni records, academic advertisement, registration, and faculty, in accordance with University policies, guidelines of the Higher Education Commission (HEC), Pakistan, the requirements of accrediting agencies such as National Computing Education Accreditation Council (NCEAC) and the Chartered Inspection and Evaluation Committee (CIEC), and federal and provincial laws;
- Counseling and advising students, faculty, and staff on academic matters, interpreting and implementing policies and regulations of the University statutory bodies i.e. the Senate, the Syndicate and the Academic Council;
- Providing support to Academic Departments in correspondence with regulatory and accreditation bodies like HEC, and other related Organizations and Institutions;
- Preparation of proposals for the launching of new programs at UoBS;
- Preparing Academic Calendar and compiling information for the publication of newsletters and various types of reports;
- Custodian of academic alumni record and master list of students of UoBS and ensuring maintenance of office records in the proper manner and report to the Registrar;
- Providing consultancy services to students and academic departments related to academic matters;
- Providing Services like Orientation, Registration, Card Issuance, Courses Offering and Registration, Drop, Withdrawal/Freezing/Rejoining of Studies, Admission, Readmission, Inter Campus Migration, Fee Refund and also the issuance of certificates like NOC, Medium of Instruction on the request of students;
- Work closely with different departments, including academic advisers, student life, student finance, admissions office, Office of Academic Performance;
- Responsible for document verification of all admitted students from respective boards/universities.

- Dealing with all the academic and administrative matters of foreign students enrolled in UoBS.
- Planning and conducting student enrolment, course scheduling, degree and honors certifications, transfer credit evaluations, commencement, production and distribution of the academic year planner, and course catalogs in collaboration with Controller of Examination.
- Undertaking any work/task assigned by the Registrar/competent authorities as per prescribed manners and within the given time.
- Performing any other duties as may be assigned by the Registrar from time to time.
- To exercise absolute confidentiality and discretion when dealing with sensitive and confidential information.
- The Deputy Registrar Academics shall report to the Registrar in all matters.



UNIVERSITY OF BALTISTAN, SKARDU

Deputy Registrar (H.R)

Job Summary

The Deputy Registrar in charge of Human Resources shall report to the Registrar and be responsible for the day-to-day Human Resources activities of the University's.

- He/she provides operational advice and consultation to all staff on a comprehensive range of human resources issues, and serves as the organization's primary point of HR administration, and provides input into HR operational decision-making as a strategic partner of the UoBS Management team.

Duties and Responsibilities

- Developing and implement HR strategies and initiatives aligned with the overall business strategy of UoBS;
- Bridging management and employee relations by addressing demands, grievances or other issues;
- Managing the recruitment and selection cases of faculty and officers of UoBS;
- Dealing with cases of TTS faculty of UoBS;
- Dealing with cases of OFDP of UoBS;
- Dealing with cases of BPS faculty and officers of the UoBS;
- Dealing with the cases of faculty to grant of annual increments;
- Dealing with the promotion cases/grant of next higher scale of UoBS;
- To deal with the employee appointments, posting/transfer, disciplinary cases, etc;
- To pursue the endorsement cases of TTS faculty at HEC and report to the Registrar and provide decision support through HR metrics;
- To process leave cases of faculty and officers of UoBS, including study leave, ex-Pakistan leave, earned leaves, etc;
- To deal with the cases of visiting faculty in the Academic Departments of UoBS;
- To appear before the Courts on hearing in cases related to Estt. Section;

- To exercise absolute confidentiality and discretion when dealing with sensitive and confidential information;
- Supervising human resources and administration officers;
- Secretarial support for meetings of Adhoc Selection Committees; Special Selection Committees; and Selection Board;
- Issuance of different types of certificates (e.g. NOC, Service Certificates, etc.);
- Issuance of all kinds of letters and notifications related to Estt. Section;
- Undertake any work/task assigned by the Registrar/Competent Authorities as per prescribed manners and within the given time;
- Performing any other duties as may be assigned by the Registrar from time to time;



UNIVERSITY OF BALTISTAN, SKARDU

Deputy Registrar Administration

Job Summary

The Deputy Registrar Administration is a senior staff member of the administrative team in the University and reports to the Registrar. The Deputy Registrar Administration will assist the Registrar in the management of all major activities, like establishment matters, legal matters, Campus/estate management, statutory compliances and meetings, materials management, the maintenance of administrative databases, and the supervision of all staff and students.

Duties and Responsibilities

- Supporting the Registrar in all the Administrative matters of the University;
- Supporting the Registrar in preparing working papers, agenda items and minutes of the Statutory Bodies/University Authorities meetings;
- Supporting the Registrar in the implementation of decisions made by the University Authorities/Statutory Bodies;
- Supporting the Registrar in the compilation/publishing of prospectuses, syllabuses, annual reports, and other administrative and academic materials;
- Supporting the Registrar in correspondence with academic departments of the University and other regulatory and accrediting authorities;
- Conducting University Authority/Statutory Bodies meetings;
- To coordinate in the arrangements for Academic Convocation and other academic events of the University with Deputy Registrar Academics;
- To develop and recommend appropriate methods for the implementation of rules and regulations, curriculum through the Campus Management System (CMS) and other related applications and technology;
- To collaborate with the Deputy Registrar-Academics to facilitate and improve services to students, teachers and researchers;
- Supporting the Registrar in the collection and compilation of data/information for the University Authorities, University Publications and other regulatory and accrediting authorities on demand;

- To notify different committees;
- To exercise absolute confidentiality and discretion when dealing with sensitive and confidential information;
- Ensuring maintenance of office records and quality management of the office;
- Preparing standard operating procedures to run the office functions smoothly;
- To initiation and administration of the office budget;
- To undertake any work assigned by the Registrar/Competent Authorities as per prescribed manners and within the given time;
- Performing any other duties as may be assigned by the Registrar from time to time.