



UNIVERSITY OF BALTISTAN, SKARDU

Deputy Registrar Academics / Assistant 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;
- Authority/ power should be exercised within prescribed domain;
- Should follow job description while exercising your powers;
- 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.
- Official grievances should be addressed to the right person or office in a professional way. In this connection, hierarchy should not be breached while addressing the matters;
- Staff members are not allowed to define their powers themselves as each one of them is abide by the prescribed job description, University Services Statutes, and the Code of Ethics UoBS;
- Unofficial announcements regarding any kinds of events or decisions shall be considered a clear violation of the rules and regulations of the University of Baltistan, Skardu
- The Deputy Registrar Academics shall report to the Registrar in all matters.



UNIVERSITY OF BALTISTAN, SKARDU

Deputy Registrar (H.R) /Assistant Registrar (H.R)

Job Summary

This position is responsible for the day-to-day Human Resources activities of the University. S/he shall report to the Registrar and should exercise authority/ power within prescribed domain.

- 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;
- To Strictly follow job description while exercising your powers:
- Authority/ power should be exercised within prescribed domain;
- should follow your job description while exercising your powers:
- 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;
- Official grievances should be addressed to the right person or office in a professional way. In this connection, hierarchy should not be breached while addressing the matters;
- Staff members are not allowed to define their powers themselves as each one of them is abide by the prescribed job description, University Services Statutes, and the Code of Ethics UoBS;
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UNIVERSITY OF BALTISTAN, SKARDU

Secretary to the Vice-Chancellor

Job Summary

The Secretary to Vice-Chancellor will be expected to provide a confidential and professional personal assistant support service to the Vice-Chancellor. S/he will report to and work directly with the Vice-Chancellor to frame internal and external activities.

Duties and Responsibilities

- To maintain daily schedules for the coordination of the Vice-Chancellor;
- To arrange and coordinate appointments and meetings for the Vice-Chancellor;
- To prepare all papers, in advance, for attendance at daily meetings and other commitments;
- To prepare all correspondence and other documentation as directed by the Vice-Chancellor;
- Authority/ power should be exercised within prescribed domain;
- Should follow job description while exercising powers:
- preparation of meeting papers, presentations and taking minutes & communicating as required;
- To execute any other duties appropriate to the grade as directed by the Vice-Chancellor;
- To provide secretarial and logistic assistance to the Vice-Chancellor;
- To exercise absolute confidentiality and discretion when dealing with sensitive and confidential information;
- To meet, greet and look after the Vice-Chancellor's visitors;
- To maintain the office filing systems;
- To take notes/minutes, when required, at Executive Committee and other meetings;
- To ensure that work is completed, deadlines are met and high standards of accuracy are maintained at all times;
- To undertake general office duties including office stationery and catering supply needs, incoming and outgoing mail, and photocopying;

- Official grievances should be addressed to the right person or office in a professional way. In this connection, hierarchy should not be breached while addressing the matters;
- Staff members are not allowed to define their powers themselves as each one of them is abide by the prescribed job description, University Services Statutes, and the Code of Ethics UoBS;
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UNIVERSITY OF BALTISTAN, SKARDU

Deputy Registrar Administration /Assistant Registrar Administration

Job Summary

This position is responsible for important administrative matter execution. S/he 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.
- Authority/ power should be exercised within prescribed domain;
- Should follow job description while exercising your powers:
- Official grievances should be addressed to the right person or office in a professional way. In this connection, hierarchy should not be breached while addressing the matters;
- Staff members are not allowed to define their powers themselves as each one of them is abide by the prescribed job description, University Services Statutes, and the Code of Ethics UoBS;
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UNIVERSITY OF BALTISTAN, SKARDU

Library Attendant

Job Summary

The Will library attendant be responsible for assisting the respective librarian and work with the professional staff and activate the circulation desk.

Main Responsibilities:

- Assisting in technical processing of books and library materials;
- Performing circulation services and user orientated services;
- To Shelf reading of designated area on daily basis;
- Scanning of institutional contents and add into Institutional Repository;
- To Process new materials including books, audiovisual materials, and computer software;
- Preparing of Monthly Library Bulletin on monthly basis;
- Assisting library users in searching library materials;
- Organizing and resshelf returned items such as periodicals, books and DVDs;
- Handling the registration of new library cardholders and issue library cards;
- To Teach people how to use the library resources;
- Any other task assigned by the Registrar/Supervisor;
- Proper documentation of library record.



UNIVERSITY OF BALTISTAN, SKARDU

Transport In charge

Job summary:

Transport In charge will ensure University transport fleet utilization primarily for the purpose of facilitating the students, teachers, and employees of the University in attending the classes and offices.

Main Responsibilities:

- He will be responsible for proper use of all the University vehicles.
- He will be responsible for managing the execution, direction, and coordination of all transportation matters within the organization.
- Transport In charge should be very clear that fleet of the University consisting of all kinds of vehicles will be the property of the University.
- He will maintain and control the movement of the vehicles.
- They will look after vehicle maintenance and repairs, POL and other related matters.
- They will be responsible for maintaining important documents of the University vehicles.
- They will be responsible for properly maintaining & updating the record, registration books and log-books.
- The vehicle will not be driven to a place other than the approved destination for which it has been requisitioned.
- They will manage budgets, organize schedules & routes.
- He will Manages the daily operations of the University parking system through administration of the campus
- He will ensure that vehicles are safe and meet legal requirements, and making sure that drivers are aware of their duties.
- He will Maintain close relations with carriers, working with them on the optimization of transport operations.
- He will ensure effective utilization of transport only for entitled officers/staff/faculty. However officers/staff/faculty who are not entitle but engage in office task, s/he may be compensated with official transport w2ith the approval of registrar.
- Transport incharge will report to Registrar.



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;
- Assistant Security Officer will directly report to Registrar on security and confidential matters.



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 envelops 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 the competent authority.



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

Laboratory Assistant (Biology/ Chemistry)

Job summary:

Lab assistants aid the laboratory director with conducting tests, processing specimens, and performing a variety of administrative tasks depending on the nature of the lab.

Main Responsibilities

- Assisting in preparation of Bio. /Chem. instrumental lab material, including chemical solution, equipment and supplies;
- Performing laboratory tests ;
- Preparing samples/specimens;
- Performing daily quality control checks ;
- Preparing reports with reliable data;
- Interpreting results based on findings;
- To use latest methodologies and best practices;
- Adhering to correct procedures and policies;
- Documenting all activities;
- Maintaining and track results ;
- Maintaining cleanliness, orderliness and supplies;
- To help with administrative tasks when needed.



UNIVERSITY OF BALTISTAN, SKARDU

Laboratory Assistant (Computer)

Job summary:

Lab assistants aid the laboratory director with conducting tests, processing specimens, and performing a variety of administrative tasks depending on the nature of the lab.

Main Responsibilities

- Offering general consultations for people who are working or studying in the lab;
- Providing instruction to all lab users on proper use of all equipment;
- Consulting supervisors on more difficult issues;
- Ensuring that computer lab equipment is being cared for properly by users;
- To makes sure food and beverages are not consumed in close proximity to computers;
- Monitoring files and programs that are downloaded on to the computers to make sure spyware, malware and other dangerous programs are not downloaded;
- Diagnosing hardware problems and fixes them or contacts the appropriate engineer to correct the problem;
- To supplies reference materials to help users learn how to use particular programs;
- To conducts regular maintenance on the computers in the lab;
- Maintaining inventory of supplies, places orders and records of maintenance activities;
- Performing regular software backups;
- To Changes toner in printers, adds paper and otherwise ensures proper functioning of all printers in the lab;
- To Sets up and shuts down the lab according to work hours;
- Guiding lab users to safety in the event of a fire or other emergency.