



University of Central Punjab

A "W4" Category University

Career Opportunities

Academics & HEC Matters Department

S.#	Position	Qualification	Experience
1	Academic Coordinator	Master Degree from HEC recognized University/Institution with good computer skills	3-5 years working experience from reputed Public or Private Universities/Colleges

Requirements:

The applicant is expected to have:

- Excellent knowledge of M.S office & computer skill.
- Excellent communication skills to interact with the others department's staff.
- Preference to be given who have relevant experience

Application form can be downloaded from UCP website. Applications on the prescribed form along with complete CV, can be emailed at hr@ucp.edu.pk latest by **November 19, 2018**. Please attach copies of educational documents and experience certificates (if any) along with the Application Form duly filled in.

SALARY:
Highly Competitive salary package depending on qualifications and experience along with other benefits.

Registrar

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