



General Terms and Conditions for Advertisement No. UoSH/R/2026/01

Interested applicants are required to submit the duly filled application form (available on the University website (<https://www.usangla.edu.pk>)) and send a printed copy of the application, along with attested copies of all relevant documents (**processing fee receipt, DMCs, certificates, degrees, transcripts, domicile, CNIC, experience certificates, etc.**) and two recent attested passport-size photographs, to the office of the undersigned on or before **13/03/2026 (4:30 pm)**.

1. Incomplete applications and those received after the due date will not be entertained and will be rejected.
2. Submission of additional documents not claimed in the application form is not allowed after the closing date and shall not be entertained.
3. Applicants are required to deposit a non-refundable application processing fee of **Rs. 5000/-** for the Administrative Staff posts (S. No. 1 to S. No. 10), and **Rs. 3,000/-** for Supporting Staff posts (S. No. 1 to S. No. 4) in Account No. **PK04KHYB0160003005714353** at any branch of the **Bank of Khyber**. A copy of the deposited original bank receipt/e-challan must be attached to the application. (Money Orders are not accepted)
4. Applicants applying for more than one position shall submit a separate application form along with the required documents for each post, along with the prescribed application processing fee.
5. The maximum age limit for Administrative Staff posts (S. No. 1 to 10) is 40 years, and for Supporting Staff posts (S. No. 1 to 4) is 45 years.
6. Applicants holding foreign degrees must provide an Equivalency Certificate issued by HEC.
7. Applicants serving in Government, Semi-Government, Autonomous Organizations, Institutions must provide a **NOC** from their respective employer along with the application form; otherwise, the application shall not be entertained and shall stand cancelled without any intimation.
8. All fresh inductions will be made under the Contributory Provident Fund (CP Fund) policy of the Government of Khyber Pakhtunkhwa, wherever applicable, and will be processed/governed as per the statutes/rules in vogue.
9. Applicants are advised to keep visiting the University website for information/updates regarding tests, scrutiny, demonstrations, and interviews. Further correspondence with applicants will be made through cell numbers (non-ported/non-converted), email addresses, or postal addresses, as deemed convenient.
10. All applicants for the position(s) shall appear in the screening test. Candidates will be allowed provisionally to appear in the test; however, eligibility for the post applied for will be determined after scrutiny of documents of only those applicants who have passed the written/screening test.

11. The University will not be responsible for any delay or non-receipt of SMS, calls, emails, letters, etc., regarding tests/interviews. Such matters should be taken up with the post office, courier service, or testing agency, as the case may be. Applicants shall also pay the test fee to the testing agency.
12. The University reserves the right to increase, decrease, or cancel any advertised position without assigning any reason.
13. Only shortlisted candidates will be called for the test and/or interview, and **no TA/DA** will be admissible for appearing in tests or interviews.
14. Errors/omissions (if any) are subject to rectification by the University as per applicable rules.

OFFICE OF THE REGISTRAR

Lilowni Road, Tehsil Alpuri, District Shangla
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