JOIN THE TEAM OF BIC-UOB

PROFESSIONALS (Project Positions)

d.oric@um.uob.edu.pk

WE'RE HIRING

Important

The Employment Form is attached with this Advertisement

VACANCIES

EXPERIENCE REQUIRED

01

Director – Business Incubation Center (BIC)

Minimum M.S / M.Phil. Degree, (preferably PhD) in Business Administration, Entrepreneurship, Innovation, or a related field.

- At least 10 years of relevant experience in entrepreneurship, business development, or incubation management.
- Proven track record of managing incubation centers, startups, or similar initiatives in incubation programs and have demonstrable quality of mentorship and driving innovative startups.

02

Manager - Communications, Marketing & Business Development

Minimum BS Hons in Marketing, Business Administration, Communications, or a related field.

- At least **5 years of experience** in marketing, communications, or business development.
- Experience in managing digital marketing campaigns and stakeholder engagement.

03

Admin & Finance Officer

Minimum Bachelor's degree (preferably Master's degree) in Finance, Accounting, Business Administration, or a related field.

- At least 5 years of experience in finance, administration, or accounting.
- Experience in budget management and financial reporting.

04

Office Assistant

Minimum Intermediate (preferably Bachelor's degree) in any discipline.

- At least **1-2 years of relevant experience** in office administration, clerical work, or customer service.
- Experience in handling office documentation, record-keeping, and basic administrative tasks.

Last Date: April 11th, 2025 (Friday)

Processing Fee: Rs. 2,000/-
Payment Method: Bank Draft (Bank Alfalah)

Account Name: University of Balochistan (Business Incubation Cen)
Account Number: PK16ALFH0060001009495916

BIC-UOB

OFFICE OF RESEARCH INNOVATION & COMMERCIALIZATION (ORIC), UNIVERSITY OF BALOCHISTAN, QUETTA

HOW TO APPLY

Interested candidates are requested to submit the Employment Form and C.V., accompanied by copies of educational and experience certificates, to the following address:
Room No. 26, 1st Floor, Administration Block, Office of Research, Innovation, and Commercialization (ORIC), University of Balochistan, Quetta.

UNIVERSITY OF BALOCHISTAN, QUETTA

Employment Form for Business Incubation Center (BIC-UoB) Posts (Project Positions)

ISO 9001:2008 Certified

Paste 4 Recent Photographs

Post Applied For:

INSTRUCTIONS:

1) Application form shall be issued on receipt of ***Bank Demand Draft (Bank Alfalah)*** Account Name: ***University of Balochistan (Business Incubation Cen)***, Account No: ***PK16ALFH0060001009495916*** of Rs. **2000/-** (Non-Refundable) as a cost of the application form processing Fee.
2) Complete application along with required documents can be submitted in the Room No: 26, 1st Floor, Administration Block, Office of Research Innovation and Commercialization (ORIC), University of Balochistan, Sariab Road, Quetta. Persons already employed should submit their forms through proper channel.
3) Please answer each question clearly and completely. Before submitting this form ensure that it is completed, and the required documents are enclosed. Failure to do so will render the application liable to summary rejection.
4) Attach copies of all testimonials attested by the Gazetted Officer 17 or above.
5) Candidates will have to appear for interview at their own cost and without any obligation to the University.

SECTION-01 **(PERSONAL INFORMATION)**

Note: ***Please Fill All Data with Block Letters***

1) Name (According to C.N.I.C / Passport): _____
2) Father's Name (According to C.N.I.C / Passport): _____
3) C.N.I.C No: _____ 4) Date of Birth (dddd, dd-mmmm-yyyy): _____
5) Mother's Tongue: _____ 6) Religion: _____ 7) Place of Birth: _____
8) Postal Address (For Correspondence): _____
9) Permanent Address: _____
10) Home Tel: _____ 11) Cell No: _____ 12) E-Mail Address: _____
13) Marital Status: ◯ Married ◯ Single 14) Local / Domicile: ◯ Local ◯ Domicile
15) Place of Local / Domicile: _____

SECTION-02 **(ACADEMIC RECORD)**

Note: ***Start with the most recent Qualification attained***

S-No	Name of Institution	Degree Name	Passing Year	Division / Grade	C.G.P.A (If Any)	Any Position
1						
2						
3						
4						
5						
6						
7						
8						

SECTION-03 **(JOB EXPERIENCE)**

Note: ***Start with your present post, put in reverse order of employment during the last ten years and any significant experience not included in that which you believe will be helpful in evaluating record***

1. Job Title				
Monthly Pay	*In Number*			
	In Words			
Employer / Department	*Main Department*		*Total Service*	
	Sub Department			
Core Responsibilities				

2. Job Title				
Monthly Pay	*In Number*			
	In Words			
Employer / Department	*Main Department*		*Total Service*	
	Sub Department			
Core Responsibilities				

3. Job Title				
Monthly Pay	*In Number*			
	In Words			
Employer / Department	*Main Department*		*Total Service*	
	Sub Department			
Core Responsibilities				

4. Job Title				
Monthly Pay	*In Number*			
	In Words			
Employer / Department	*Main Department*		*Total Service*	
	Sub Department			
Core Responsibilities				

SIGNATURE