



# UNIVERSITY OF SARGODHA, SARGODHA

## HIRING OF SERVICES (PER LECTURE/HOUR BASIS)

Applications for the following posts (per Lecture/Hour basis) are invited from Pakistani Nationals on the prescribed form, which can be downloaded from University website: [www.su.edu.pk](http://www.su.edu.pk):

### E-ROZGAAR TRAINING CENTER

Sr. #	Name of Post	No./Nature of Post	Eligibility Criteria
1.	Trainer (Graphic Design/UI UX)	02-Per Lecture/Hour Basis	<p><b>Qualification:</b> Minimum 16 Years of Education or equivalent from HEC recognized University or from foreign/local institute.</p> <p><b>Experience:</b> Minimum 2 years professional freelancing work experience with a well-reputed profile on freelancing portals or prove of experience in case of direct clients. Teaching/Training experience will be preferred.</p> <p><b>Age:</b> 45 years Maximum</p> <p><b>Main Responsibilities:</b></p> <ul style="list-style-type: none"> <li>To take classes as per the schedule for respective domains</li> <li>To teach freelancing and proposal writing skills</li> <li>To creating profiles of all students on freelancing portals</li> <li>To create/teach different tools as per the students requirements</li> <li>To conduct class activities as per designed course</li> <li>To prepare and conduct quizzes and assignments</li> <li>To submit final report of each batch to the concerned line manager containing success stories of students</li> <li>To conduct awareness sessions for the new entrance</li> <li>To prepare course outlines and update course curriculum as per needs &amp; requirements</li> <li>To participate in events to generate new applications.</li> </ul> <p><b>Key Performance Indicators (KPIs):</b></p> <ul style="list-style-type: none"> <li>To upload student's profiles on freelancing portals, number of earning students and total earning of each batch</li> <li>To maintain students retention by engaging them with course content and learning</li> <li>To guide the trainees on freelancing portals and provide help/support to manage the profiles</li> <li>To arrange makeup classes as and when required</li> <li>To conducting awareness sessions</li> <li>To increase efficiency in online and physical modules</li> <li>To submit student's earning details, profiles on freelancing portals and reports at the end of each batch.</li> </ul>
2.	Trainer (E-Commerce Shopify/Amazon)	02-Per Lecture/Hour Basis	
3.	Trainer (Content Marketing, SEO & Advertising)	01-Per Lecture/Hour Basis	
4.	Trainer (Social Media Marketing)	02-Per Lecture/Hour Basis	
5.	Trainer (VA & Office Automation)	01-Per Lecture/Hour Basis	
6.	Trainer (Video Editing & Animations/Content Creation)	01-Per Lecture/Hour Basis	
7.	Trainer (Digital Content Creation YouTube Automation)	01-Per Lecture/Hour Basis	
8.	Trainer (Word Press/Web Development)	01-Per Lecture/Hour Basis	
9.	Trainer (Artificial Intelligence (AI))	01-Per Lecture/Hour Basis	
10.	Trainer (Lead Trainer for All Arranged/Practical Classes)	01-Per Lecture/Hour Basis	

#### GENERAL INFORMATION

- Only short listed candidates will be called for Test / Interview.
- The prescribed application form (BS-17 & Above) can be downloaded from University of Sargodha website i.e. [www.su.edu.pk](http://www.su.edu.pk).
- Candidates are required to submit application along with complete C.V and attested copies of testimonials.
- Two most recent passport size photographs should be affixed on application form.
- Applications must be accompanied with original bank deposit slip/University Challan Form of Rs. 1,500/-, as processing fee (non-refundable) to be deposited under Head of Account "Collection" in HBL A/C No. 00427991777803, University of Sargodha.
- Incomplete applications and applications received after the closing date will not be entertained; even posted before the closing date.
- In case any information provided by the candidate in his/her application form is found to be incorrect or false at any stage, he/she will be disqualified and action will be taken under the Rules.
- The payment shall be made on per hour basis at the rates approved by the University, as per rules.
- The University reserves the right to increase or decrease the post(s) according to the need of the center and reserves the rights not to fill/withdraw/withhold the hiring without assigning any reason.
- The above posts are purely on per Lecture/Hour basis, for a period of one year extendable for further one year, as per need/order of the hiring Authority.
- The services of the hired persons shall be subject to satisfactory performance and requirement, same can be discontinued at any time on the recommendations of concerned Head.
- Hiring will be made strictly in accordance with the University of Sargodha SOPs, Rules and Regulations.
- Closing date for submission of applications in the office of Dean, Faculty of Computing & IT is **02.07.2026**.

**DEAN, FACULTY OF COMPUTING & IT**  
**UNIVERSITY OF SARGODHA, SARGODHA**  
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