



Women University Swabi, Swabi

Positions Vacant

Advertisement No 01/2019

Applications are invited from Pakistani nationals (preferably females) on prescribed form, available on university website, for the following regular positions at Women University, Swabi, Khyber Pakhtunkhwa, Pakistan.

No.	Position Required	Eligibility Criteria	Upper Age Limit
Faculty Positions			
1	Assistant Professor (BPS-19) (only Females except for s.no iv & xi)	<ul style="list-style-type: none"> i. Arabic & Islamic Studies ii. Botany iii. Computer Science iv. Chemistry v. Economics vi. English vii. Management Sciences viii. Mathematics ix. Media Studies x. Pakistan Studies xi. Physics xii. Political Science xiii. Psychology xiv. Urdu xv. Zoology 	<p>Ph.D. in relevant Subject from an HEC recognized University / Institution.</p>
		<ul style="list-style-type: none"> xvi. Law & Shariah 	<p>PhD in Law or equivalent degree from an HEC recognized University/Institutions OR L.L.M, J.D or equivalent degree from an HEC recognized University/Institutions with four years teaching/ research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization OR LLB degree (First Class) from an HEC recognized University/Institutions with six years teaching/research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.</p>
		<ul style="list-style-type: none"> xvii. Arts & Design 	<p>Ph.D. in the relevant field from HEC recognized University / Institution. OR Master Degree (foreign) or MPhil OR equivalent degree awarded after 18 years of education in the relevant field from HEC recognized University / Institution with four years teaching/ research experience in BPS -17 and above at Post Graduate Level in HEC recognized University or a Post Graduate Institution or Professional Experience in the relevant field in a National or International Organization. OR First Class professional degree (4 Years minimum, First Division) with no third division in the academic career from HEC recognized University / Institution with six years teaching/ research experience in BPS -17 and above at Post Graduate Level in HEC recognized University or a Post Graduate Institution or Professional Experience in the relevant</p>
			45

2	Lecturer (BPS-18) (only Female)	<ul style="list-style-type: none"> i. Arabic & Islamic Studies ii. Botany iii. Computer Science iv. Chemistry v. Economics vi. English vii. Management Sciences viii. Mathematics ix. Media Studies x. Pakistan Studies xi. Physics xii. Political Science xiii. Psychology xiv. Social Work xv. Statistics xvi. Urdu xvii. Zoology 	<p>First Class MS/MPhil/equivalent degree awarded after 18 Years of education in the relevant field from an HEC recognized University/Institution with no 3rd division in the academic career.</p> <p>Condition of no 3rd division shall not be applicable in the qualification of appointment as lecturer in Universities or Degree Awarding Institutions provided that the candidate holds a higher degree viz PhD or equivalent degree with not more than one 3rd division in entire academic career</p>	40
		xviii. Law & Shariah	LLB Degree (First Class) from an HEC recognized University/ Institutions with no 3 rd division in the academic career	
		xix. Arts & Design	First Class professional degree (4 Years minimum, First Division) from HEC recognized University / Institution with no third division in the academic career	

Administrative Positions

1	Additional Registrar (BPS-19)	First division degree (16 years education) from HEC recognized University/ DAI's with 12 years' relevant experience in a University or Government Department or autonomous organization; in pay scale 17 and above	45
2	Deputy Registrar (BPS-18)	First division degree (16 years education) with 5 years experience in a University or Government Department or Autonomous Organization in pay scale 17 and above	40
3	Deputy Director IT (BPS-18)	First Class Master Degree or equivalent qualification (16 years of Education) in Computer Science/ Information Technology from an HEC recognized University / Institution with 05 years relevant experience in a public sector university or government institution in BPS-17 and above	40
4	Deputy Director Admissions (BPS-18)	First division Master degree/LLB with 05 years' experience in a Public Sector University or Government Department in pay scale 17 or its equivalent	40
5	Deputy Treasurer (BPS-18)	First division degree (16 years education) in Business Administration (with Specialization in Finance) or Commerce from HEC recognized University/ DAI's with 5 years' experience in financial management / accounts in a Government Department or an Autonomous Organization in pay scale 17 and above	40
6	Deputy Director ORIC (BPS-18)	PhD from HEC recognized University/ Institute with good research record OR First Division degree (16 years education from HEC recognized University / Institution with 05 years relevant experience in pay scale 17 or equivalent.	40
7	Assistant Registrar (BPS-17)	First division degree (16 years education) from HEC recognized University/ DAI's	35
8	Procurement Officer (BPS-17)	First division degree (16 years education) from HEC recognized University/ DAI's	35

9	PS to Vice Chancellor (BPS-17)	First division degree (16 years education) from HEC recognized University/ DAI's with 05 years' relevant experience of a secretarial job in a University or a Government Department or an Autonomous Organization.	35
10	Assistant Controller of Examinatio	First division degree (16 years education) from HEC recognized University/ DAI's	35
11	Accountant (BPS-16)	MBA/M.Com in at least 2nd division from a recognized University OR BBA/ B.Com in at least 2nd division from a recognized University with 3 years' experience in the relevant field	35
12	Computer Operator (BPS-16)	BS in computer Sciences or FSC with 3 years Diploma in computer Sciences from a recognized Institution with at least 2 years relevant experience.	35
13	U.D.C./Senior Clerk (BPS-14)	Intermediate in at least 2nd division with 5 years satisfactory service satisfactory service in the University as Junior Clerk	35
14	Sub Engineer (Civil) (BPS-11)	Three years Diploma in Civil Engineering with 3 years relevant experience.	35
15	L.D.C/Junior Clerk (BPS-11)	Intermediate or equivalent at least 2nd division qualification with a speed of 30 words per minute in typing and adequate computer literacy	35
16	Driver (BPS-05)	Matric in at least 2nd division with a valid HTV/LTV license and having 5 years experience of driving heavy transport OR Literate with a valid HTV/LTV license and having 10 years experience of driving heavy transport	40
17	Security Guard (BPS-05)	<ul style="list-style-type: none"> i. Retired Defence Forces personnel with good physique. ii. Maximum age limit not more than 45 years (in case of retirement from armed forces). iii. Educated persons will be given preference. 	40
18	Class IV (Naib Qasid, Mali, Sweeper) (BPS-02)	Matriculate in at least 2nd division OR literate with 05 years relevant experience	40

Terms & Conditions:

1. Applicants should apply only on the prescribed form available at University website: www.wus.edu.pk or on hard copies, available at the Office of the Registrar, Women University Swabi. The applicants are required to visit the University's web page on regular basis for updates in the process.
2. A Bank draft in the favor of Additional Treasurer, Women University, Swabi OR online deposit to Account No. 238739974 United Bank Limited, Swabi branch of **Rs. 3000/- for BPS-19; Rs. 2500/- for BPS-18; Rs. 2000/- for BPS-17; Rs. 1500/- for BPS-11 to BPS-16; Rs. 1000/- for BPS-05 & below**. Original Receipt of Bank draft/Online deposit Attested photocopies of all DMCs, degrees, certificates, experience certificates, CNIC, three recent passport size photographs, must be attached with the Application Form.
3. All applications must reach to the office of the undersigned on or before **15 November, 2019**. Incomplete applications or applications received after the due date will not be considered.
4. CGPA less than 3.00/4.00 will be considered as Second division.
5. Candidates must clearly indicate the post applied for and specialization/skills possessed.

6. Candidates serving in Government, Semi Government and Autonomous Bodies should process their applications through proper channel.
7. Experience/qualification gained after the last date of application submissions shall not be considered.
8. The selected candidates will be governed by Rules/Regulation/Statutes of Women University, Swabi.
9. The candidates having Foreign Degree/ certificate will provide Equivalency Certificate from HEC, Islamabad before the closing date.
10. Contact number, Postal and Email addresses must be written clearly on the application form. Any change in contact detail must be reported immediately to the Registrar Office.
11. The University reserves the right to increase or decrease the number of position(s) depending upon the needs of various Sections or not to fill any position.
12. Candidates applying for more than one position should submit separate forms with all relevant copies and separate bank draft/receipt.
13. Only short-listed candidates will be called for test/interview. University will not be held responsible for any delay at part of the courier/mail service provider.
14. Age relaxation (if any) may be allowed as per the University's Statutes.
15. No TA/DA will be given for attending the test/interview.

Note: Errors and omissions, if any, will be rectified by the University.

**Deputy Registrar,
Women University, Swabi
www.wus.edu.pk
Phone: 0938-221193**