



Advertisement No: 01/2022 Project Staff Required

The following project staffs are required for the project “**Establishment of Women University**” on fixed pay basis initially for a period of six months.

S #	Post	No of Posts	Qualification / Experience
1	Project Coordinator (equivalent to BPS-20)	01	First class B.E/B.S (16 years' education) in Civil Engineering from HEC recognized university/DAIs with 15 years' relevant experience in a university, government or national / international organization. The candidate should be registered with PEC have a valid PEC license and experience of dealing with building projects and civil works. Sound experience of handling similar projects. * Experience of monitoring and supervision of similar projects at any public sector university will be preferred.
2	Assistant Engineer (Civil) (equivalent to BPS-17)	01	First class B.E/B.S (16 years' education) in Civil Engineering from HEC recognized university/DAIs with 04 years' relevant experience in a university, government or national / international organization. The candidate should be registered with PEC, have a valid PEC license and experience of dealing with building projects and civil works. * Experience of monitoring and supervision of similar projects at any public sector university will be preferred.
3	Sub-Engineer (Civil) (equivalent to BPS-16)	03	DAE (Civil) with at least 1st Division having 05 years' relevant experience in a university, government or national / international organization preferably dealing with building projects and civil works. * Experience of monitoring and supervision of similar projects at any public sector university will be preferred.
4	Accountant/Assistant (equivalent to BPS-14) Salary as per PC-I	01	MBA/BBA (Hons) (Finance)/M.Com or equivalent with at least 2 nd division from HEC recognized university having three (03) years' relevant experience of accounts in Govt. Works department / national / international organization. OR B.Com with at least 2 nd division from HEC recognized university having Five (05) years relevant experience of accounts in Govt. Works department / national / international organization * Experience of accounts of similar projects at any public sector university will be preferred.

Terms & Conditions:

1. The candidates serving in Government, Semi Government or Autonomous Institutions should route their applications through Proper Channel.
2. The candidates having Foreign Degree / Certificate will provide Equivalency Certificate from HEC / IBCC, Islamabad.
3. The selected candidates will be governed by Rules / Regulations/statutes of the Women University Swabi.
4. Only short listed/eligible candidates will be called for Test / Interview. University will not be held responsible for non or late receipt of Call Letters for Test / Interview. All relevant information / updates will be uploaded on university website www.wus.edu.pk
5. The University reserves the right to cancel the whole advertisement or not to fill any advertised post without mentioning any reason.
6. Applicants should apply only on the prescribed form, available at the University website www.wus.edu.pk/jobs.aspx
7. Application Fee in shape of Bank Draft or online deposit to Account No. **0323-238739974, United Bank Limited, Swabi Branch of Rs. 1500/- for Project Coordinator, Rs. 1000/- for Assistant Engineer, Rs. 500/- Sub-Engineer & Accountant/Assistant, in favour of Additional Treasurer, the Women University Swabi** with attested photocopies of all DMCs, Degrees, Certificates, Experience Certificates, CNIC and recent passport size photograph must be attached with the Application Form.

8. **For the position of Project Coordinator, Assistant Engineer and Accountant/Assistant, experienced (Rtd) applicants' upto the age of 63 with fit physique can be considered. For rest of the positions age limit will be as per Govt. rules. However, the Competent Authority may consider exceptional case in the interest of the project.**
9. Landline telephone, Mobile No. Postal and Email address must be written on the Application Form. Change in mobile numbers must be communicated to this office on urgent basis.
10. All applications must reach the office of the Registrar through **TCS/courier**, latest by **January 21, 2022**. Incomplete applications / received after due date will not be considered.

Note: Errors and Omissions, if any will be rectified.

**Registrar
Women University Swabi**