



Women University, Swabi, Pakistan

Positions Vacant

Advertisement No. 4/2022

Applications are invited from qualified individuals (preferably females) on prescribed form, available at the University website www.wus.edu.pk, for the following Administrative vacant positions purely on Contract Basis for a period not exceeding three (03) years under Section 11(5)(e) of the Khyber Pakhtunkhwa Universities Act 2012 (amended till date) at Women University Swabi, Khyber Pakhtunkhwa, Pakistan.

No	Positions	Eligibility Criteria	Upper Age Limit
1	Controller of Examinations (BPS-20)	First class(first division) master degree (16 years education) from HEC recognized University/ DAI's with 17 years' teaching/administrative experience in a University or a Government Department or an Autonomous Organization in pay scale 17 and above	52
2	Director ORIC (BPS-20)	PhD from HEC recognized University/Institution with 15 years of relevant experience OR First Division Degree (16 years education) from HEC recognized University/ Institution with 17 years relevant experience in University relating to teaching, research and management in pay scale I 7 or its equivalent and above.	52
3	Director Administration (BPS-20)	First division degree (16 years education) from HEC recognized University/ DAI's with 17 years' relevant experience in a university, government in pay scale 17 and above.	52
4	Director Works (BPS-20)	First class BE (16 years education) in Civil Engineering from HEC recognized University and Pakistan Engineering Council with 17 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or above.	52
5	Director Planning & Development (BPS-20)	First class (first division) master degree (16 years education) in Economics or Business Administration from HEC recognized University/ DAI's with 17 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 and above	52
6	Chief Librarian (BPS-19)	First division M.L.S. with 12 years experience of Library work in a University or a Government Department or an Autonomous Organization in pay scale 17 and above.	45
7	Additional Controller of Examinations (BPS-19)	First division degree (16 years education) from HEC recognized University/ DAI's with 12 years relevant experience in a University or a Government Department or an Autonomous Organization, in pay scale 17 and above.	45
8	Additional Treasurer (BPS-19)	First division degree (16 years education) in Business Administration (with Specialization in Finance) or Commerce from HEC recognized University/ DAI's with 12 years' experience in financial management / accounts in a University or a Government Department or an Autonomous Organization in pay scale 17 and above.	45
9	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

10	Deputy Controller of Examinations (BPS-18)	First division (16 years education) from HEC recognized University/ DAI's with 05 years' relevant experience, in a University, government or Board of Intermediate & Secondary Education in pay scale 17 or its equivalent	40
11	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
12	Deputy Director Works (BPS-18)	First Class BE (16 years education) in Civil Engineering, from HEC recognized University and Pakistan Engineering Council with 05 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above	40
13	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
14	Deputy Director IT/Networking (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
15	Deputy Director Audit (BPS-18)	First division (16 years education) in Business Administration with specialization in Finance); or Commerce from HEC recognized University/ DAI's with 05 years relevant experience in accounts in a University or a Government Department or an Autonomous Organization in pay scale 17	40
16	Deputy Provost (BPS-18)	First division (16 years education); or from HEC recognized University/ DAI's with 05 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or above	40
17	Deputy Director Sports (BPS-18)	First Division degree (16 years education) in Health & Physical Education from HEC recognized University/ Institute with 05 years relevant experience in a Public Sector University or Government Department in pay scale 17 or its equivalent	40
18	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
19	Assistant Registrar (BPS-17)	First division degree (16 years education) from HEC recognized University/ DAI's	35
20	Assistant Controller of Examinations (BPS-17)	First division degree (16 years education) from HEC recognized University/ DAI's	35
21	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
22	Medical Officer (BPS-17)	MBBS or Equivalent Degree from recognized institution preferable with 1 year experience.	35
23	Assistant Treasurer (BPS-17)	First division degree (16 years education) in Business Administration (with specialization in Finance) or Commerce from HEC recognized University/ DAI's	35
24	Warden (BPS-17)	First division degree (16 years education) from HEC recognized University/ DAI's	35

25	Procurement Officer (BPS-17)	First division degree (16 years education) from HEC recognized University/ DAI's	35
----	---------------------------------	--	----

Terms & Conditions:

1. Applicants should apply only on the prescribed form available at University website: www.wus.edu.pk. 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 name of Treasurer, Women University, Swabi OR online deposit to Account No. **238739974** United Bank Limited, Swabi Branch of **Rs. 2000/- for BPS-20, Rs. 1500/- for BPS-19, Rs. 1000/- for BPS-18 and Rs. 500/- for positions in BPS-17**. Original Bank draft/online deposit slip, Attested photocopies of all DMCs, degrees, certificates, experience certificates, CNIC,(03) recent passport size photographs, must be attached with the Application Form.
 3. Candidates serving in Government, Semi Government and Autonomous Bodies should process their applications through proper channel.
 4. CGPA 3.00 and above will be considered as First Division
 5. Candidates having Foreign Degree/ certificate should attach Equivalency Certificate from HEC, Islamabad before the closing date.
 6. Please fill the Application Form properly with complete and correct information. DO NOT leave any field blank, otherwise your application may not be considered.
 7. Incorrect, false or forged information may result in cancellation of your candidature at any stage, even after employment, and also proceeding of a legal action.
 8. 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.
 9. The University reserves the right to cancel the whole advertisement or not to fill any advertised post without mentioning any reason.
 10. Candidates applying for more than one position should submit separate forms with all relevant copies and separate bank draft.
 11. Only short-listed candidates will be called for test/interview. University will not be held responsible for non-receipt or late receipt of call letters for test/interview.
 12. All applications must reach to the office of the undersigned on or before **February 28, 2022**. Incomplete application or applications received after the due date will not be considered.
 13. No TA/DA will be given for attending the test/interview.
- Errors and omissions, if any, will be rectified by the University.

Registrar

Women University, Swabi
Phone: 0938-221193 Fax: 0938-221138