

Women University Swabi

www.wus.edu.pk

Positions Vacant

Advertisement No. 04/2018

Applications are invited from Pakistani nationals for the following positions on contract basis for the period of one year. **For the posts of Professors, superannuated/ retired teachers can also apply** (age limit - 70 years). In case of equal qualification, female candidates will be given preference.

S#	Post	Eligibility
1.	Professors (BPS 21) Botany, Management Sciences, Journalism and Mass Communication, Economics, Statistics , English	Minimum Qualification: Ph.D. in the relevant field from an HEC recognized University / Institution. Experience: 15-years post graduate level-teaching / research experience in BPS 17/equivalent and above, in an HEC recognized University or post-graduate institution or professional experience in the relevant field in a National or International organization. OR 10-years post-Ph.D. teaching / research experience in BPS 17/equivalent and above at postgraduate level in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization. Publications: The applicant must have 15 research publications (with at least 5 publications in the last 5 years) in HEC recognized Journals.
2.	Additional Controller of Examinations (BPS 19)	First division Master's degree with 12 years' experience, of teaching and examination work in a University or Board of Intermediate & Secondary Education in pay scale 17 or its equivalent and above.
3.	Additional Treasurer (BPS 19)	First division Master's degree in Finance, Commerce or Business Administration (with Specialization in Finance) with 12 years' experience; of accounts in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. a. Eligibility: The candidate shall be an eminent professional in the field of financial

		<p>management, accounting and auditing.</p> <p>b.Academic Qualifications: Masters in Economics, Commerce, Business Administration or Chartered Accountancy.</p> <p>Experience: 10 years wide ranging experience in financial management, accounting and auditing, and administration.</p>
4.	<p>Lecturer (BPS-18) Mathematics, Psychology, Computer Sciences</p>	<p>Minimum Qualification: First class 18 years (M.Phil./MS or equivalent) degree in relevant subject from HEC recognized institution or Master Degree from Foreign University</p>
5.	<p>Deputy Controller of Examinations (BPS 18)</p>	<p>First division Master's degree with 05 years' experience, or Second Class Master's degree with 10 years' experience of teaching and examination work in a University or Board of Intermediate & Secondary Education in Pay Scale 17 or its equivalent.</p>
6.	<p>Deputy Director Works (BPS 18)</p>	<p>First division B.Sc. Civil Engineering and 5 years' experience of constructing buildings and roads in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent of constructing buildings and roads in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.</p>
7.	<p>Deputy Treasurer (BPS 18)</p>	<p>First division Master's degree in Finance, Commerce or Business Administration (with Specialization in Finance) with 5 years' experience; of accounts in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.</p> <p>c. Eligibility: The candidate shall be an eminent professional in the field of financial management, accounting and auditing.</p> <p>d.Academic Qualifications: Masters in Economics, Commerce, Business Administration or Chartered Accountancy.</p> <p>Experience: 5 years wide ranging experience in financial management, accounting and auditing, and administration.</p>
8.	<p>Deputy Director Audit (BPS 18)</p>	<p>First division M.Com/M.B.A. (with specialization in Finance); or Second Class M.Com/M.B.A. (with specialization in Finance with 05 years' experience in accounts in a University or a Government Department or an Autonomous Organization.</p> <p>OR</p> <p>In service or Retired SAS qualified Auditor of Accountant General Office.</p>
9.	<p>Medical Officer</p>	<p>MBBS from a recognized institution with 05 years professional experience in a recognized</p>

	(BPS 18)	hospital/ institution in BS-17 or its equivalent.
10.	Deputy Director Finance (BPS 18)	First division M.Com / MBA or Chartered Accountant with 05 years' experience in BPS-17 or equivalent in the relevant field in government or semi government autonomous bodies.
11.	Quantity Surveyor (BPS-16)	Diploma of Associate Engineer (Civil) with at least three year experience of quantity surveying in large construction project. Proficiency in Microsoft Office and AutoCAD.

Applicants should apply only on the prescribed form available at University website: www.wus.edu.pk. Application processing fee for the post at Sr. No. 01, 02 to 10 and 11 are Rs.3,000/-, Rs. 2000/- and Rs. 1000/-, respectively, payable in the shape of demand draft in favor of Women University Swabi. Original Bank Receipt should be attached with the application form.

Terms & Conditions:

- 1) Candidates must clearly indicate the post, they are applying for.
- 2) Candidates serving in Government, Semi Government and Autonomous Bodies should process their applications through proper channel.
- 3) Only short-listed candidates will be called for interview. University will not be held responsible for non-receipt or late receipt of call letters for interview.
- 4) The University reserves the right not to fill any post.
- 5) Attested photocopies of DMCs, degrees, certificates, experience certificates, CNIC, (03) recent passport size photographs, must be attached with the application form.
- 6) The candidates having Foreign Degree/ certificate will have to provide Equivalency Certificate from HEC, Islamabad.
- 7) Landline telephone number, mobile number, Postal and Email addresses must be written on the application form.
- 8) Incomplete applications or applications received after the due date will not be entertained.
- 9) Candidates applying for more than one position should submit separate forms with all relevant copies and bank draft/receipt.
- 10) No TA/DA will be given for attending the interview.
- 11) Errors and omissions, if any, will be rectified by the University.
- 12) All applications must reach to the office of the undersigned on or before **27 February 2018**.

Additional Registrar
Women University, Swabi. Phone: 0938-221193 Fax: 0938-221138