



Women University Swabi

www.wus.edu.pk

Positions Vacant

Advertisement No. 06/2017

Applications are invited from Pakistani national preferably female to fill the following regular positions at Women University Swabi.

No.	Position Required	Required Qualification & Experience
1	Registrar(BPS-20) (Onepost)	First division Master's degree preferably in Management Sciences/ Law with 17 years' experience in Administration/ Management in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.
2	Controller of Examinations (BPS-20) (Onepost)	First division Master's degree with 17 years' experience, of Teaching and Examination work in a University or Boards of Education in pay scale 17 or its equivalent or above.
3	Treasurer(BPS-20) (Onepost)	First division Master's degree in Finance, Commerce or Business Administration (with Specialization in Finance) with 17 years' experience; of accounts in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.

Applicants should apply only on the prescribed form available at University website: www.wus.edu.pk or on hardcopies, available at the Office of the Registrar, Women University Swabi. Application processing fee for each post is Rs.4,000 payable in the shape of demand draft in favour 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) All applications must reach to the office of the undersigned on or before **15th December, 2017**.
- 9) Incomplete applications or applications received after the due date will not be

entertained.

- 10) Candidates applying for more than one position should submit separate forms with all relevant copies and bankdraft/receipt.
- 11) No TA/DA will be given for attending the interview.
- 12) Errors and omissions, if any, will be rectified by the University.

Deputy Registrar
Women University Swabi
Phone: 0938-221193 Fax: 0938-221138