



# Women University, Swabi Khyber Pakhtunkhwa, Pakistan Position Vacant (Advertisement No. 03/2025)

Applications are invited from qualified individuals on prescribed form, available at the University website [www.wus.edu.pk](http://www.wus.edu.pk), for the following vacant position on a fixed pay basis initially for a period of One Year extendable upon satisfactory performance.

S#	Position	Eligibility
01	PS to Vice Chancellor (BPS-17) (Only Female). No. of Position. 01	<ul style="list-style-type: none"><li>➤ 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.</li><li>➤ Upper age Limit :35</li></ul>

## Terms & Conditions

- 1 Applicants should apply only on prescribed form available at University website: [www.wus.edu.pk](http://www.wus.edu.pk) & are required to visit the University's web page on a regular basis for updates in the process.
- 2 A Bank draft in favor of Additional Treasurer, Women University, Swabi OR online deposit to Account No.238739974 United Bank Limited, Swabi Branch (0323) of **Rs. 3000/-** 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 The University reserves the right to cancel the whole advertisement or not to fill any advertised post without mentioning any reason.
- 5 The University reserves the right to increase or decrease the number of position(s) depending upon the needs of various Departments or not to fill any position.
- 6 A CGPA 3.00, the scale of 4.00 will be considered as first division.
- 7 Contact number, Postal and Email addresses must be written clearly on the application form. Any change in contact details must be reported immediately to the Registrar Office.
- 8 Only short-listed candidates will be called for test/interview. The University will not be held responsible for any delay at part of the courier/mail service provider.
- 9 All applications must reach the office of the undersigned on or before **July 20, 2025, at 04:00pm.**
- 10 Incomplete applications or applications received after the due date will not be considered.
- 11 No TA/DA will be given for attending the test/interview.

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

**ADDITIONAL REGISTRAR**  
**Women University, Swabi**  
**Phone: 0938-281889**