



Women University, Swabi, Pakistan

Positions Vacant

(Advertisement 07/2022)

Applications are invited from qualified individuals (preferably female) on prescribed form, available at the University website www.wus.edu.pk, for the following vacant positions at Women University Swabi, Khyber Pakhtunkhwa, Pakistan.

No	Positions	Eligibility Criteria	Upper Age	
Administrative Positions				
01	Registrar (BPS-20)	First class(first division) master degree (16 years of education) from an HEC recognized University/Institution/DAI with 17 years teaching/administrative experience in a University/Government or autonomous body in BPS-17	52	Contractual basis for a period of three years
02	Treasurer (BPS-20)	First class (first division) master degree (16 years education) in Business Administration (with Specialization in Finance) or Commerce from HEC recognized University/ DAI's or Member PIPFA (FPA) with 17 years' experience in financial management / Accounts in a University or a Government Department or an Autonomous Organization in pay scale 17 or above.	52	Contractual basis for a period of three years
03	Nurse (BPS-16) (Only female)	i. BS Nursing or BSc Nursing with 3 years' experience OR Diploma in Nursing with 5 years relevant experience. Must be registered with the Nursing Council.	35	Contractual basis for a period of One year
04	Transport Officer (BPS-17)	First division 16 years education in Automobile engineering/Mechanical Engineering or B.Tech (Hons) in Auto mobile/Mechanical Engineering from a recognized University or Degree awarding institute	35	Regular
05	Store Officer (BPS-17)	First division Master's degree in Business Administration, Economics or First division Master's degree from HEC recognized University/ DAI's with 05 years relevant experience in a Government Department or an Autonomous Organization	35	Regular
06	Assistant Librarian (BPS-16)	Master's Degree in Library & Information Sciences in at least 2 nd division from a recognized University OR Bachelor's Degree in Library & Information Sciences in at least 2 nd division from a recognized University with 03 years experience in the relevant field	35	Regular
07	Senior Clerk (BPS-14)	Intermediate in at least 2 nd division with 5 years satisfactory service satisfactory service in the University as Junior Clerk	35	Regular

08	Junior Clerk (BPS-11)	Intermediate or equivalent at least 2nd division qualification with a speed of 30 words per minute in typing and adequate computer literacy	35	Regular
09	Photographer (BPS-11)	i. Matric in at least 2nd division ii. Certificate in Photography from a recognized Institute iii. Three years' experience in Portrait/ Landscape photography with appropriate knowledge and practice of commercial photography	35	Regular
10	Telephone Operator (BPS-07)	Matric in at least 2nd division with 3 years' experience as Telephone Operator	35	Regular
11	Store Keeper (BPS-07)	Bachelor's degree in at least 2nd division from a recognized University with one year relevant experience OR Intermediate in at least 2nd division with 2 years relevant experience OR Matric in at least 2nd division with 3 years relevant experience in Store keeping	35	Regular
12	Pipe Fitter (BPS-05)	Matric in at least 2nd division with 2 years' experience in the relevant field OR literate with 10 years' experience in the relevant field	40	Regular
13	Electrician (BPS-05)	Matric in at least 2nd division with Electrician's Certificate from a recognized Institution and 2 years relevant experience OR literate with 10 years' experience as electrician	40	Regular
14	Driver (BPS-05)	Matric in at least 2nd division with a valid HTV/LTV license and having 5 years' experience of driving of heavy transport OR literate with a valid HTV/LTV license and having 10 years' experience of driving heavy transport.	40	Regular
15	Class-IV/Lab Attendant (BPS-02)	Matriculate in at least 2nd division OR literate with 05 years relevant experience	40	Regular

Terms & Conditions

- 1 Applicants should apply only on prescribed form available at University website: www.wus.edu.pk 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 (0323) of **Rs. 3000/- for BPS-20, Rs. 2500/- for BPS-17, Rs. 2000/- for BPS-16, Rs. 1500/- for positions BPS-14 to BPS-11 and Rs. 500 from BPS-07 to BPS-02.** 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 Any change in contact details must be reported immediately to the Registrar Office.
- 5 The University reserves the right to cancel the whole advertisement or not to fill any advertised post without mentioning any reason.
- 6 Candidates applying for more than one position should submit separate forms with all relevant copies and separate bank draft.
- 7 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.
- 8 All applications must reach to the office of the undersigned on or before **September 20, 2022 at 04:00pm** incomplete applications or applications received after the due date will not be considered.
- 9 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: 0938-221138 & 0938-224222