



WOMEN UNIVERSITY MARDAN

JOB ADVERTISEMENT # 04/2017

Applications are invited from Pakistani citizens on prescribed forms, available on university website: www.wumardan.edu.pk, for the following vacant positions:

I. Professor (BPS-21) (Female)

S.No	Subject	No. of Positions
1	English	One
2	Psychology	One
3	Microbiology	One
4	Islamic Studies	One

Qualifications:

As per HEC criteria for appointment of Professor.

- *Retired female candidates can also apply.*

II. Associate Professor (BPS-20) (Female)

S.No	Subject	No. of Positions
1	English	One
2	Psychology	One
3	Microbiology	One
4	Islamic Studies	One

Qualifications:

As per HEC criteria for appointment of Associate Professor.

- *Retired female candidates can also apply.*

III. Assistant Professor (BPS-19) (Female)

S.No	Subject	No. of Positions
1	English	One
2	Psychology	One
3	Political science	One
4	Economics	One
5	Physics	One
6	Zoology	One
7	Urdu	One
8	Education	One

Qualifications:

PhD in relevant field from HEC recognized University/Institution.

IV. Lecturer (BPS-18) (Female)

S.No	Subject	No. of Positions
1	Physics	One
2	Zoology	One
3	Political Science	One
4	English	One
5	Urdu	One
6	Education	One
7	Islamic Studies	One

Qualifications:

First Class Master's Degree OR equivalent degree awarded after 16 Years of education in the relevant field from an HEC recognized University/Institution with no 3rd division in the academic career.

- *Candidates with higher qualification shall be given preference.*

V. Assistant Treasurer (BPS-17)

Qualifications:

Master's degree with First division in Finance, Commerce, Business Administration from an HEC recognized University/ Institution or Chartered Accountant.

VI. Assistant Controller of Examinations (BPS-17)

Qualifications:

Master's degree with First division from an HEC recognized University/ Institution OR Master's Degree with Second division from an HEC recognized University/ Institution with 05 years relevant experience in a University/Government or autonomous body.

VII. Assistant Director (QEC) (BPS-17)

Qualifications:

Master's degree with First division from an HEC recognized University/ Institution OR Master's degree with Second division from an HEC recognized University/ Institution with 05 years relevant experience in a University/Government or autonomous body.

VIII. Assistant Director Works (BPS-17)

Qualifications:

B.Sc. Civil /Electrical Engineering with First division from an HEC recognized University/Institution.

IX. Assistant Registrar (BPS-17)

Qualifications:

Master's degree with First division from an HEC recognized University/ Institution OR Master's Degree with Second division from an HEC recognized University/ Institution with 05 years relevant experience in a University/Government or autonomous body.

X. PS to Vice Chancellor (BPS-17) (Female)

Qualifications:

Master's degree with First division from an HEC recognized University/ Institution OR Master's Degree with Second division from an HEC recognized University/ Institution with 05 years relevant experience in a University/Government or autonomous body.

XI. Assistant Provost (BPS-17) (Female)

Qualifications:

Master's degree with First division from an HEC recognized University/ Institution OR Master's degree with Second division from an HEC recognized University/ Institution with 05 years relevant experience in a University/Government or autonomous body.

XII. Assistant Warden (BPS-16) (Female)

Qualifications:

Master's Degree/LLB in at least 2nd division from a recognized University

OR

Bachelor's degree in at least 2nd division from a recognized University with 3 year experience in hostel management/ administration.

Age Limit: 18-45

XIII. Key Punch Operator (BPS-11)

Intermediate with one year Computer Diploma. A minimum speed of ten thousand key depressions per hour for punching data entry/verification with at least three year experience.

Age Limit: 18-45

For each of the above positions, application forms along with a copy of CNIC, a recent passport size photograph, attested copies of Educational Testimonial(s), Domicile, Experience Certificate(s) and a bank receipt; (Account No. 3310777607, Titled: Vice Chancellor Women University Mardan; National Bank of Pakistan Aitemad Branch, Sheikh Maltoon, Mardan; Branch Code: 2134) of (i) Rs. 1500/- for serial no. I to XI; (ii) Rs. 1000/- for serial no. XII to XIII should reach the **Registrar Office, Women University Mardan, East Canal Road, Mardan** on or before **13th November, 2017.**

- In-service candidates should apply through proper channel. They must submit **No Objection Certificate(s)** from their concerned Departments/Institutions along with the application forms.
- **Incomplete applications and those received after due date will not be entertained.**

Terms and Conditions

1. **All the above positions are on contract basis for an initial period of one year, extendable subject to good performance.**
2. Less than 3.0/4.0 CGPA will be considered second division.
3. The University reserves the right to increase or decrease the number of position(s) depending upon its need.
4. The University reserves the rights *not to fill / withhold / withdraw* any advertised post.
5. Screening Test shall be conducted through any reputed Testing Body for serial no. IV and onwards.
6. Only eligible/shortlisted candidates will be called for test/interview.
7. Applicants applying for more than one post shall submit separate application with necessary documents, complete in all respect.
8. University will not be held responsible for non or late delivery of Call Letters for test/interview.
9. Minorities are encouraged to apply.
10. Those who applied for the post at Serial # VI earlier, need not apply again.
11. The applicant must possess domicile of Mardan Division to apply for posts at serial no. XII & XIII.
12. Preference shall be given to the female.
13. No TA/DA will be paid for test/interview.

Note: Errors and Omissions, if any, are liable for rectification by the university.

Sd/xxx
Registrar
Women University Mardan