

THE RAWALPINDI WOMEN UNIVERSITY, RAWALPINDI

## SITUATIONS VACANT

Applications for the following posts are invited on **Regular/Contract/TTS** basis from Pakistani candidates on the prescribed form, available on the RWU website <u>www.rwu.edu.pk</u>

	Teaching Positions						
Sr. #	Name of Post	Department	Number of Posts	Qualification & Experience			
		English	1	Disciplines other than Engineering, Information Technology, Computing Sciences, and Art & Design			
		Mass Communication	1	<ul> <li>(i) PhD in relevant Subject or equivalent qualification from an institute or a university recognized by HEC; and</li> <li>(ii) Fifteen years teaching or research or professional experience in a post graduate institute or university recognized by the HEC or national or international organization;</li> </ul>			
		Political Science	1	OR (i) Ten years post-PhD teaching or research or professional experience in a post graduate institute or university recognized by the HEC or national or international organization; and (ii) Citican recognized by this discussion in the lowership recognized by Higher			
		Psychology	1	<ul> <li>(ii)Fifteen research publications in the Journals recognized by Higher Education Commission out of which five publications shall be within last five years.</li> <li>Engineering, Information Technology and Computing Disciplines         <ul> <li>(i) PhD in Engineering or Information Technology or Computing or</li> </ul> </li> </ul>			
		Fine Arts	1	equivalent qualification from an Institute or University recognized by HEC; and (ii) Fifteen Years teaching or research experience in an Institute or College or University recognized by HEC or ten years professional experience in			
	Professor (BS-21) Age Limit: 35 to 50 Years	Business Administration	1	the relevant field in a National or International organization out of which five years shall be teaching experience; OR (i) Ten years post PhD teaching or research or professional experience in			
1.		Botany	1	<ul> <li>an Institute or College or University recognized by HEC or National or International organization; and</li> <li>(ii) Fifteen research publications in the Journals recognized by Higher Education Commission or Pakistan Engineering Council out of which five publications shall be within last five years.</li> </ul>			
				Art & Design			
		Chemistry	1	<ul> <li>(i) PhD in Art and Design or equivalent degree from an institute or university recognized by the Higher Education Commission; and</li> <li>(ii) Fifteen years teaching or research or professional experience in an post graduate institute or university recognized by the Higher Education</li> </ul>			
		Physics	1	Commission or national or international organization. OR (ii) Ten years post PhD teaching or research experience in a postgraduate institute or university recognized by the Higher Education Commission or national or international organization. (ii) Outstanding and substantial level of professional art activity			
		Statistics	1	demonstrated in eight exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or work in any other discipline of Art and Design.			
		Zoology	1	OR (i) Master's degree (foreign) or MS or M.Phil. (second division) in Art and Design or equivalent qualification from an institute or university recognized by the Higher Education Commission;			
		Computer Science	1	<ul> <li>(ii) Seventeen years teaching or research experience with at least eight years' post qualification experience in an institute or university recognized by the Higher Education Commission or national or international organization; and</li> <li>(iii) Outstanding and substantial level of professional art activity</li> </ul>			
		Information Technology	1	demonstrated in eight exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or work in any other discipline of Art and Design.			
2.	Associate Professor (BS-20) Age Limit: 30 to 50 Years	English	1	Disciplines other than Engineering, Information Technology, Computing Sciences, Law and Art & Design (i) PhD in relevant Subject or equivalent qualification from an institute or a			
		Mass Communication	1	university recognized by HEC; and (ii) Ten years teaching or research or professional experience in a post graduate institute or university recognized by the HEC or national or international organization; OR			
		Political Science	1	<ul> <li>(i) Five years post-PhD teaching or research or professional experience in a post graduate institute or university recognized by the HEC or national or international organization; and</li> <li>(ii)Ten research publications in the Journals recognized by Higher Education Commission out of which four publications shall be within last five years.</li> </ul>			
		Psychology	1	Engineering, Information Technology and Computing Disciplines			
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		Fine Arts	1	<ul> <li>(i) PhD in Engineering or Information Technology or Computing or equivalent qualification from an Institute or University recognized by HEC; and</li> <li>(ii) Ten Years teaching or research experience in an Institute or College or University recognized by HEC or Ten years professional experience in the</li> </ul>
		Business Administration	1	relevant field in a National or International organization out of which Two years shall be teaching experience; OR (i) Ten years post PhD teaching or research or professional experience in
		Botany	1	<ul> <li>(i) For your point of the result of the resul</li></ul>
				Art & Design
		Chemistry	1	<ul> <li>(i) PhD in Art and Design or Computing or equivalent qualification from an institute or university recognized by the Higher Education Commission; and</li> <li>(ii) ten years teaching or research or professional experience in a postgraduate institute or university recognized by the Higher Education Commission or national or international organization;</li> </ul>
		Mathematics	1	(i) Five years post PhD teaching or research or professional experience in a postgraduate institute or university recognized by the Higher Education Commission or national or international organization; and
		Physics	1	(ii) outstanding and substantial level of professional art activity demonstrated by participation in six exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or work in any other discipline of Art and published or work in any other discipline of Art and Design.
		Statistics	1	(i) Master's degree (foreign) or MS or M.Phil. (second division) in Art and Design or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and
		Zoology	1	<ul> <li>(ii) twelve years teaching or research or professional experience with at least four years' post qualification experience in a postgraduate institute or university recognized by the Higher Education Commission or national or international organization; and</li> <li>(iii) outstanding and substantial level of professional art</li> </ul>
		Computer Science	1	activity demonstrated in eight exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or work in any other discipline of Art and Design
		Information Technology	1	
		English	2	Disciplines other than Engineering, Information Technology, Computing Sciences, Law and Art & Design PhD in relevant Subject or equivalent qualification from an institute or a university recognized by HEC. Engineering, Information Technology and Computing Disciplines PhD in Engineering or Information Technology or Computing or equivalent qualification from an institute or a university recognized by HEC.
	Assistant Professor (BS-19) Age Limit: 25 to 45 Years	Mass Communication	2	
		Political Science	2	
		Psychology	2	
		Fine Arts	2	
		Business Administration	2	]
3.		Botany	2	(i) PhD in Art and Design or equivalent qualification from an institute or
		Chemistry	2	university recognized by the Higher Education Commission. OR (i) Master's degree (foreign) or MS or M.Phil. (second division) in Art and
		Mathematics	2	<ol> <li>Master's degree (foreign) or MS or M.Phil. (second division) in Art a Design or equivalent qualification from an institute or university recogniz by the Higher Education Commission; and</li> </ol>
		Physics	2	(ii) four years teaching or research experience in a postgraduate institute or university recognized by the Higher Education Commission or national
		Physics Statistics	2 2	<ul> <li>(ii) four years teaching or research experience in a postgraduate institute or university recognized by the Higher Education Commission or national or international organization.</li> <li>OR</li> <li>(i) BFA or B.Des. (first division) or equivalent</li> </ul>
				<ul> <li>(ii) four years teaching or research experience in a postgraduate institute or university recognized by the Higher Education Commission or national or international organization.</li> <li>OR</li> <li>(i) BFA or B.Des. (first division) or equivalent qualification from an institute or university recognized by the Higher Education Commission; and</li> </ul>
		Statistics	2	<ul> <li>(ii) four years teaching or research experience in a postgraduate institute or university recognized by the Higher Education Commission or national or international organization.</li> <li>OR</li> <li>(i) BFA or B.Des. (first division) or equivalent qualification from an institute or university recognized by the Higher Education Commission; and</li> <li>(ii) six years teaching or research or professional experience with at least four years' post qualification experience in a postgraduate institute or university recognized by the Higher Education Commission; and</li> </ul>
		Statistics Zoology	2	<ul> <li>(ii) four years teaching or research experience in a postgraduate institute or university recognized by the Higher Education Commission or national or international organization.</li> <li>OR</li> <li>(i) BFA or B.Des. (first division) or equivalent qualification from an institute or university recognized by the Higher Education Commission; and</li> <li>(ii) six years teaching or research or professional experience with at least four years' post qualification experience in a postgraduate institute or generative or an organization.</li> </ul>
		Statistics Zoology Computer Science	2 2 2	<ul> <li>(ii) four years teaching or research experience in a postgraduate institute or university recognized by the Higher Education Commission or national or international organization.</li> <li>OR</li> <li>(i) BFA or B.Des. (first division) or equivalent qualification from an institute or university recognized by the Higher Education Commission; and</li> <li>(ii) six years teaching or research or professional experience with at least four years' post qualification experience in a postgraduate institute or university recognized by the Higher Education Commission; and</li> </ul>
4.	Lecturer (BS-18)	Statistics Zoology Computer Science Information Technology	2 2 2 2 2	<ul> <li>(ii) four years teaching or research experience in a postgraduate institute or university recognized by the Higher Education Commission or national or international organization.</li> <li>OR</li> <li>(i) BFA or B.Des. (first division) or equivalent qualification from an institute or university recognized by the Higher Education Commission; and</li> <li>(ii) six years teaching or research or professional experience with at least four years' post qualification experience in a postgraduate institute or university recognized by the Higher Education Commission; and</li> </ul>

				1	field and has not more than one 3rd division in the entire academic career
			Political Science	2	shall be eligible for the post.
			Psychology	2	
			Fine Arts	2	
			Business Administration	2	
			Botany	2	Engineering, Information Technology and Computing Disciplines MS or M.Phil. (First Class) in Engineering or Information Technology or Computing or equivalent qualification from an institute or a university recognized by HEC.
			Chemistry	2	<b>Note:</b> An applicant having third division in academic career shall not eligible.
			Mathematics	2	
			Physics	2	
			Statistics	2	
			Zoology	2	<u>Art &amp; Design</u> BFA or B.Des. (first division) or equivalent qualification from an institute or
			Computer Science	2	university recognized by the Higher Education Commission; and <b>Note:</b> An applicant having third division in academic career shall not be
			Information Technology	2	eligible.
			Pakistan Studies	2	
			Islamic Studies	2	
			Admini	strative	Positions
	tions for the following p 'U website www.rwu.ed		ed on <u>Two years contract bas</u>	<u>sis</u> from ca	ndidates having domicile of the Punjab on the prescribed form, available on
Sr. #	Name of Post	Number of Posts	Age Limit		Qualification & Experience
1.	Director (Planning & Development) (BS-20)	01	40 to 50 years	from an i (ii) eight (i) MS o Sciences Educatio (ii) ten ye (i) Maste or a unive	conomics or Engineering or Management Sciences or equivalent qualification nstitute or a university recognized by the Higher Education Commission; and years post qualification experience in the relevant field. <b>OR</b> r M.Phil. (second division) in Economics or Engineering or Management a or qualification from an institute or a university recognized by the Higher n Commission; and ears' post qualification relevant experience. <b>OR</b> r's degree or BS (second division) or equivalent qualification from an institute ersity recognized by the Higher Education Commission; and evers post qualification relevant experience.
2.	Director (Quality Enhancement Cell) (BS-20)	01	40 to 50 years	<ul> <li>(ii) twelve years post qualification relevant experience</li> <li>(i) PhD in any discipline from an institute or a university recognized by the Higher Education Commission; and</li> <li>(ii) eight years post qualification teaching or administrative experience in public or private institute or a university recognized by the Higher Education Commission. OR</li> <li>(i) MS or M.Phil. (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</li> <li>(ii) the years post qualification teaching or administrative experience in public or private institute or a university recognized by the Higher Education Commission; and</li> </ul>	
3.	Director (Research, Innovation & Commercialization) (ORIC) (BS-20)	01	40 to 50 years	<ul> <li>i) PhD in any discipline from an institute or a university recognized by the Higher Education Commission; and</li> <li>(ii) eight years post qualification teaching or administrative experience in public or private institute or a university recognized by the Higher Education Commission.</li> <li>OR</li> <li>(i) MS or M.Phil. (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</li> <li>(ii) ten years post qualification teaching or administrative experience in public or private institute or a university recognized by the Higher Education Commission; and</li> <li>(ii) ten years post qualification teaching or administrative experience in public or private institute or a university recognized by the Higher Education Commission; and</li> </ul>	
4.	Director (Purchase &Store) (BS-20)	Purchase &Store) 01	40 to 50 years	PhD in M university (ii) eight private ir public se	Management Sciences or Commerce or Economics from an institute or a / recognized by the Higher education Commission; and years post qualification teaching or administrative experience in a public or stitute or a university recognized by the Higher education Commission or ctor organization. <b>OR</b> or M.Phil. (second division) in Management Sciences or Commerce or
1					cs or equivalent qualification from an institute or a university recognized by

				OR (i) MBA or M.Com. or ACCA or ACMA or M.Sc. in Economics (second division) or equivalent qualification from an institute or a university recognized by the Higher education Commission; and (ii) twelve years post qualification teaching or administrative experience in a public or private institute or a university recognized by the Higher education Commission or
				<ul> <li>public sector organization.</li> <li>(i) PhD in any in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</li> <li>(ii) eight years' post qualification teaching, administrative or professional relevant experience in a public or private institute or a university recognized by the Higher Education Commission</li> </ul>
5.	Director Student Affairs (BS-20)	01	40 to 50 years	OR (i) MS or M.Phil. (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) ten years' post qualification teaching, administrative or professional relevant experience in a public or private institute or a university recognized by the Higher Education Commission.
				OR (i) Master's degree or BS (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) twelve years' post qualification teaching, administrative or professional relevant experience in a public or private institute or a university recognized by the Higher Education Commission.
				<ul> <li>(i) PhD in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</li> <li>(ii) eight years post qualification relevant experience.</li> </ul>
6.	Director (Information Technology Services) (BS-20)	01	40 to 50 years	<ul> <li>(i) MS or M.Phil. (second division) in Computer Sciences or Information Technology or Telecommunication System or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</li> <li>(ii) ten years' post qualification relevant experience.</li> </ul>
	(BS-20)			<ul> <li>(i) Master's degree or BS (second division) in Computer Sciences or Information Technology or Telecommunication System or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</li> <li>(ii) twelve years' post qualification relevant experience</li> </ul>
				<ul> <li>(i) PhD in any in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</li> <li>(ii) eight years' post qualification teaching, administrative or professional relevant experience.</li> </ul>
7.	Director External Linkages (BS- 20)	01	40 to 50 years	OR (i) MS or M.Phil. (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) ten years' post qualification teaching, administrative or professional relevant experience.
				OR (i) Master's degree or BS (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) twelve years' post qualification teaching, administrative or professional relevant experience.
				<ul> <li>(i) PhD in Library and Information Science or Information Science or Information Management or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</li> <li>(ii) eight years' post qualification relevant experience.</li> </ul>
8.	Librarian (BS-20)	01	40 to 50 years	<ul> <li>(i) MS or M.Phil. (second division) in Library and Information Science or Information Science or Information Management or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</li> <li>(ii) ten years' post qualification relevant experience.</li> </ul>
				<ul> <li>(i) Master's degree or BS (second division) in Library and Information Science or Information Science or Information Management or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</li> <li>(ii) twelve years' post qualification relevant experience.</li> </ul>
9.	Additional Librarian	01	35 to 50 years	(i) MS or M.Phil. (second division) in Library and Librarian Information Science or Information Science or Information Management or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) eight years' post qualification experience in the relevant field. <b>OR</b>
5.	(BS-19)			<ul> <li>(i) Master's degree or BS (second division) in Library and Information Science or Information Science or Information Management or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</li> <li>(ii) ten years post qualification relevant experience.</li> </ul>
10.	Additional Director External Linkages	01	35 to 50 years	<ul> <li>(i) MS or M.Phil. in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</li> <li>(ii) Eight years post qualification relevant experience.</li> </ul>
	(BS- 19)			(i) Master's degree or BS (second division) in any discipline or equivalent qualification from an institute or university recognized by the Higher Education Commission; and (ii) ten years post qualification relevant experience
	Additional Director (Research, Innovation & Commercialization) (ORIC) (BS-19)	(Research, Innovation & 01 Commercialization) (ORIC)	35 to 50 years	<ul> <li>(i) Ph.D. in any discipline from an institute or a university recognized by the Higher Education Commission; and</li> <li>(ii) six years post qualification teaching or administrative or professional relevant experience in a public or private institute or university recognized by the Higher Education Commission.</li> </ul>
11.				OR (i) MS or M.Phil. in any discipline from an institute or a university recognized by the Higher Education Commission; and (ii) eight years post qualification teaching or administrative or professional relevant experience in a public or private institute or university recognized by the Higher Education Commission.

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12.	Additional Director (Purchase & Store) (BS-19)	01	35 to 50 years	<ul> <li>(i) MS or M.Phil. in Management Sciences or Commerce or Economics or equivalent qualification from an institute or university recognized by the Higher Education Commission; and</li> <li>(ii) eight years post qualification relevant experience. OR</li> <li>(i) MBA or M.Com. or ACCA or ACMA or M.Sc. (second division) in Economics or equivalent qualification from an institute or university recognized by the Higher Education Commission; and</li> <li>(ii) ten years post qualification relevant experience.</li> </ul>
13.	Additional Registrar (BS-19)	01	35 to 50 years	<ul> <li>(i) MS or M.Phil. (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</li> <li>(ii) eight years' post qualification teaching or administrative or professional experience in a public or private institute or university recognized by the Higher Education Commission or public sector organization.</li> <li>OR</li> <li>(i) Master's degree or BS (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</li> <li>(ii) ten years post qualification teaching or administrative or professional experience in a public or private institute or university recognized by the Higher Education Commission; and</li> <li>(ii) ten years post qualification teaching or administrative or professional experience in a public or private institute or university recognized by the Higher Education Commission; and</li> </ul>
14.	Additional Treasurer (BS-19)	01	35 to 50 years	<ul> <li>(i) MS or M.Phil. (2nd division) in finance or commerce or accounting or auditing or economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and</li> <li>(ii) Eight years post qualification relevant experience.</li> <li>OR</li> <li>(i) MBA in finance or M.Com. or ACCA or ACMA or M.Sc. in economics (2<sup>nd</sup> division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and</li> <li>(ii) Ten years post qualification relevant experience</li> </ul>
15.	Additional Director (Student Affairs) (BS-19)	01	30 to 50 years	<ul> <li>(i) NS or M.Phil. (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</li> <li>(ii) eight years post qualification relevant experience.</li> <li>OR</li> <li>(i) Master's degree or BS (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</li> <li>(ii) ten years post qualification relevant experience</li> </ul>
16.	Deputy Librarian (BS-18)	01	25 to 45 years	<ul> <li>(i) Her years post qualification relevant experience</li> <li>(ii) MS or M.Phil. in Library and Information Science or Information Management or equivalent qualification from an institute or university recognized by Higher Education Commission; and</li> <li>(ii) three years' post qualification experience in the relevant field.</li> <li>OR</li> <li>(i) Master's degree or BS (second division) in Library and Information Science or Information Science o</li></ul>
17.	Database Administrator (BS-18)	01	25 to 45 years	<ul> <li>(i) Master's degree or BS (second division) in Computer Science or Information Technology or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</li> <li>(ii) Five years post qualification relevant experience. Master's</li> </ul>
18.	System Administrator (BS-18)	01	25 to 45 years	<ul> <li>(i) MS or M.Phil. in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or university recognized by Higher Education Commission; and</li> <li>(ii) three years' post qualification experience in the relevant field. OR         (i) Master's degree or BS (second division) in in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or University recognized by Higher Education Commission; and</li> <li>(ii) five years' post qualification experience in the relevant field.</li> </ul>
19.	Computer Hardware Engineer (BS-17)	01	21 to 35 years	<ul> <li>(i) BS (second division) in Engineering or BCS in relevant field or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</li> <li>(ii) two years post qualification relevant experience.</li> </ul>
20.	Clinical Psychologist (BS-17)	01	21 to 35 years	<ul> <li>(i) MS in Clinical Psychology (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission. OR</li> <li>(i) Master's degree in Psychology or BS (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission;</li> <li>(ii) Advance diploma in clinical psychology from an institute or a university recognized by the Higher Education Commission;</li> <li>(iii) Advance diploma in clinical psychology from an institute or a university recognized by the Higher Education Commission; and</li> <li>(iii)two years' post qualification relevant experience</li> </ul>
21.	Horticulture Officer (BS-17)	01	21 to 35 years	<ul> <li>(i)M.Sc. (second division) in Botany or Horticulture or Forestry or equivalent qualification from an institute or a university recognized by the Higher Education Commission.</li> <li>OR</li> <li>(i) B.Sc. (second division) in Forestry or Horticulture or Forestry or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</li> <li>(ii) two years' post qualification relevant experience.</li> </ul>
22.	Security Officer (BS-17)	01	21 to 35 years	Bachelor's degree (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission.         OR         (i)       Retired commissioned officer from the Forces;         (ii)       not retired on medical or disciplinary grounds; and         (iii)       two years after retirement are not passed.
23.	Data Analyst (BS-17)	01	21 to 35 years	<ul> <li>(i) M.Sc. in Statistics (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</li> <li>(ii) two years' post qualification relevant experience</li> </ul>

24.	Transport Officer (BS-17)	01	21 to 35 years	<ul> <li>(i) Master's degree or BS (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</li> <li>(ii) two years post qualification relevant experience.</li> </ul>
25.	Assistant (BS-16)	04	21 to 35 years	(i) Masters' degree or BS (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) Five years' post qualification experience of Microsoft office.
26.	Nurse (BS-16)	01	21 to 35 years	BS Nursing or three years diploma in nursing from an institute or a university recognized by the Higher Education Commission.
27.	Junior Computer Operator (BS-12)	04	18 to 30 years	<ul> <li>(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and</li> <li>(ii) three months computer training course or diploma in MS office from Technical Education and Vocational Training Authority or any other recognized institute; and</li> <li>(iii) Forty words per minute typing speed on computer in English.</li> <li>OR</li> <li>(i) ICS (2nd Division) or equivalent qualification from a recognized Board; and</li> <li>(ii) Forty words per minute typing speed on computer in English.</li> </ul>

## **GENERAL INFORMATION**

- The prescribed application forms can be downloaded from The Rawalpindi Women University, Rawalpindi website: <u>www.rwu.edu.pk</u>.
   Candidates applying for posts BPS-17 & above, are required to fill the application form in MS Word and shall submit Three (03) hard copies of form along with attested testimonials and documents mentioned in form.
- 3. Candidates applying for more than one post shall submit separate application with necessary documents, complete in all respects.
- 4. Application fee (non-refundable) of Rs. 1500/- for BPS-17 & above, Rs. 1000/- for BPS-11 to BPS-16, must be paid in favor of The Rawalpindi Women University, Rawalpindi, in form of Bank Draft.
- 5. Two most recent passport size photographs (Blue Background) should be affixed on each application.
- 6. Candidates already in service of a Government / Semi Government Department or an Autonomous Body shall apply through proper channel by the due dates; otherwise their applications shall not be entertained.
- 7. The requisite age must be possessed on the Closing Date. The maximum age limit will be relaxed as per Government Rules.
- 8. 3% quota for disable and 5% quota for minorities shall be observed as per Govt. rules.
- 9. Application for disable quota shall be entertained only if the Disability Certificate is provided.
- 10. Applications on prescribed form complete in all respect along with necessary documents must reach to the Office of the Registrar within 15 days from the date of advertisement.
- **11.** Name of the post applied for must be written on the Top right corner of the envelope.
- 12. No application shall be received by hand & incomplete applications shall not be entertained.
- **13.** Only shortlisted candidates will be called for Test/ Interview.
- 14. No TA/DA will be admissible for Test/Interviews.
- 15. The University reserves the right to increase or decrease the post(s) according to the need of the University and reserves the rights not to fill/ withdraw any post without assigning any reason.



IPL-4837