



THE RAWALPINDI WOMEN UNIVERSITY, RAWALPINDI

WALK-IN INTERVIEWS

Daily Wage Basis

Sr. #	Name of Post	Age Limit	Qualification & Experience
1.	Assistant	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 HEC; and (ii) Five years' post qualification experience of Microsoft office.
2.	Assistant Computer Programmer	21 to 35 years	(i) MCS or MIT or MTS (second division) or equivalent qualification from an institute or a University recognized by the Higher Education Commission. OR (i) B.Sc. (second division) with Computer Science or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) Four years' post qualification relevant experience.
3.	Library Assistant	18 to 30 years	(i) Bachelor's degree (second division) with Library Science or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) Three years post qualification relevant experience. OR (i) Higher Secondary School Certificate (second division) from a recognized Board; (ii) Certificate in Library Science; (iii) Five years post qualification relevant experience; and (iv) Knowledge of computer.
4.	Junior Computer Operator	18 to 30 years	(i) Higher Secondary School Certificate (second division) or equivalent from a recognized Board; (ii) three months computer training course or diploma in MS office from Technical Education and Vocational Training Authority or any other recognized institute; and (iii) Forty words per minute typing speed on computer in English. OR (i) ICS (second Division) or equivalent qualification from a recognized Board; and (ii) Forty words per minute typing speed on computer in English.
5.	Lab Technician (for Computer Lab)	18 to 30 years	(i) Higher Secondary School Certificate (second division) from a recognized Board; and (ii) Diploma in relevant field from a recognized Institute.
6.	Computer Technician	18 to 30 years	(i) Higher Secondary School Certificate (second division) from a recognized Board; and (ii) Diploma in relevant field from a recognized Institute.
7.	Electrician	18 to 30 years	(i) Higher Secondary School Certificate (second division) from a recognized Board; and (ii) DAE (three years) in Electrical or equivalent qualification from a recognized institute; and (iii) Two years post qualification relevant experience.
8.	Network Support Assistant	18 to 30 years	(i) Higher Secondary School Certificate (second division) from a recognized Board; and (ii) Diploma in relevant field from a recognized Institute.
9.	Store Keeper	18 to 30 years	(i) Higher Secondary School Certificate (second division) from a recognized Board; and (ii) Twenty five words per minute typing speed on computer in English.
10.	Cook	18 to 30 years	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Two years' post qualification relevant experience.
11.	Bus Driver	30 to 45 years	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) valid Heavy Transport Vehicle license and Public Service Vehicle driving license; and (iii) Five years' post qualification driving experience.
12.	Driver (LTV)	21 to 35 years	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) valid Light Transport Vehicle license and Public Service Vehicle driving license; and (iii) Five years' post qualification driving experience.
13.	Bus Conductor	18 to 25 years	(i) Literate
14.	Helper (Cook)	18 to 25 years	(ii) Literate
15.	Helper (Electrician)	18 to 25 years	(i) Literate; and (ii) Certificate course in the relevant field.
16.	Helper (Mason)	18 to 25 years	(i) Literate
17.	Child Attendant (Female)	18 to 25 years	(i) Literate
18.	Naib Qasid	18 to 25 years	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board.

Note: Candidates are required to appear in walk-in-interviews along with their CVs, attested copies of all academic credentials and domicile (**Punjab only**) on **20-03-2023** between 9:00 a.m.-1:00 p.m. at The Rawalpindi Women University, 6th Road Satellite Town, Rawalpindi. No TA/DA will be paid for the purpose. The university reserves the rights not to fill any post/ withhold the appointment against any post without assigning any reason.

Registrar

The Rawalpindi Women University

March 6th, 2023