



# RAWALPINDI WOMEN UNIVERSITY, RAWALPINDI

## SITUATIONS VACANT

Applications for the following teaching / administrative positions are invited from Pakistani nationals on regular/contract basis on the prescribed form, available on the RWU website [www.rwu.edu.pk](http://www.rwu.edu.pk)

### Teaching Positions

Sr. #	Name of Post	Department	Number of Posts	Eligibility Criteria
1.	Assistant Professor (BS-19) Age limit: 25 to 45 Years	Botany	01	PhD in Botany or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
2.		Business Administration	03	PhD in Management Sciences or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
3.		Chemistry	04	PhD in Chemistry or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
4.		Computer Science	04	PhD in Computing or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
5.		English	02	PhD in English or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
6.		Information Technology	04	PhD in Information Technology or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
7.		Mass Communication	01	PhD in Mass Communication or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
8.		Mathematics	03	PhD in Mathematics or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
9.		Physics	03	PhD in Physics or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
10.		Political Science	02	PhD in Political Science or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
11.		Psychology	03	PhD in Psychology or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
12.		Zoology	04	PhD in Zoology or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
13.		Sociology	01	PhD in Sociology or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
14.	Fine Arts	01	<p>(i) PhD in Art and Design or equivalent qualification from an institute or university recognized by the Higher Education Commission.</p> <p style="text-align: center;"><b>OR</b></p> <p>(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; and</p> <p>(ii) four years teaching or research experience in a postgraduate institute or university recognized by the Higher Education Commission or national or international organization.</p> <p style="text-align: center;"><b>OR</b></p> <p>(i) BFA or B.Des. (first division) or equivalent qualification from an institute or university recognized by the Higher Education Commission; and</p> <p>(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 or National or International organization.</p> <p><b>Note: An applicant having third division in academic career shall not be eligible.</b></p>	
15.	Lecturer (BS-18) Age limit: 21 to 35 Years	Sociology	02	MS or M.Phil. (first division) in Sociology or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
16.		Psychology	01	MS or M.Phil (first division) in Applied Psychology or equivalent qualification from an institute or a university recognized by the Higher Education Commission. <b>Note: An applicant having third division in academic career shall not be eligible, however, such applicant having the degree of Ph. D in relevant field and has not more than one third division in the entire academic career shall be eligible for the post.</b>
17.		Computer Science	02	MS or M.Phil (first division) in computing or equivalent qualification from an institute or a university recognized by the Higher Education Commission. <b>Note: An applicant having third division in academic career shall not be eligible.</b>
18.		Information Technology	02	MS or M.Phil (first division) in information technology or equivalent qualification from an institute or a university recognized by the Higher Education Commission. <b>Note: An applicant having third division in academic career shall not be eligible.</b>

**Non-Teaching Positions**

1.	Treasurer (BS-20)  Three (03) years contract (Non- extendable)	40-50 years	01	(i) PhD in Finance or Commerce or Accounting or Auditing or Economics from an institute or a university recognized by the Higher Education Commission; and Eight years post qualification relevant experience <b>OR</b> (i) MS or M.Phil. (second division) in Finance or Commerce or Accounting or Auditing or Economics from an institute or a university recognized by the Higher Education Commission; and (ii) Ten years post qualification relevant experience <b>OR</b> (i) MBA in Finance 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 relevant experience
2.	Assistant Director (Purchase and Store) (BS-17)	21-35 years	01	MBA or M.Com or ACMA or ACCA or M.Sc. (second division) in Economics or equivalent qualification from an institute or a university recognized by the Higher education Commission.
3.	Hostel Warden (Female) (BS-14)	25-40 years	01	(i) Master's degree or BS (second division) or equivalent qualification from an institute or a university recognized by the Higher education Commission; and (ii) Three years post qualification relevant experience. <b>OR</b> (i) Bachelors' degree (second division) or equivalent qualification from an institute or a university recognized by the Higher education Commission; and (ii) Five years post qualification relevant experience.
4.	Lab technician (BS-11)	18-30 years	02	(i) Higher Secondary School Certificate (second division) from a recognized Board; and (ii) Diploma in relevant field from a recognized institute.
5.	Store keeper (BS-11)	18-30 years	01	(i) Higher Secondary School Certificate (second division) from a recognized Board; and (ii) Twenty- five words per minute typing speed on computer in English.
6.	Bus Driver (BS-04)	30-45 years	03	(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.
7.	Driver (LTV) (BS-04)	21-35 years	03	(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.

**GENERAL INFORMATION**

- The prescribed application forms can be downloaded from The Rawalpindi Women University, Rawalpindi website: [www.rwu.edu.pk](http://www.rwu.edu.pk).
- Candidates are required to fill the application form in MS Word only (Hand written forms shall not be entertained) and shall submit Three (03) hard copies of form along with attested testimonials and documents mentioned in form.
- Applicants for teaching positions are required to submit a soft copy of application / dossier in PDF format (CD/USB) as well.
- Applications on prescribed form complete in all respect along with necessary documents must reach to the office of the Registrar by **28.08.2023**.
- Candidates applying for more than one position shall submit separate application along with all the necessary documents (separate bank draft for each post).
- Processing fee (non-refundable) must be paid in favor of **The Rawalpindi Women University, Rawalpindi**, in form of Bank Draft. It is to be submitted as following:  
**BS-19 and above Rs. 3,000/-**  
**BPS-17 & 18 Rs. 2,000/-**  
**BPS-11 & BPS-14 Rs. 1000/-**  
**BPS-01 to 04 No processing fee. Candidates are only required to fill and submit the prescribed form**
- Three most recent passport size photographs (Blue Background) should be affixed on each application.
- 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.
- The requisite age must be possessed on the Closing Date. The maximum age limit will be relaxed as per Government Rules.
- Only Punjab domiciled candidates can apply on non-teaching positions.
- Only short listed candidates will be called for test and / or interview (where applicable). (Decision of the University shall remain binding in all cases).
- No TA/DA will be paid for interviews/Test.
- The University reserves the right to increase/decrease the number of posts, not to fill any post, and/or withhold/withdraw the appointment against any advertised post.
- 3% quota for disable and 5% quota for minorities shall be observed as per Government rules.

**ADDITIONAL REGISTRAR**  
**THE RAWALPINDI WOMEN UNIVERSITY,**  
**6<sup>th</sup> ROAD, SATELLITE TOWN, RAWALPINDI**  
**Ph # 051-9290901 <https://www.rwu.edu.pk>**