



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.	Hostel Warden (Female)	25 to 40 years	(i) Master's degree or BS (second division) or equivalent qualification from an institute or a university recognized by the HEC; and (ii) Three years post qualification relevant experience. OR (i) Bachelors' degree (second division) or equivalent qualification from an institute or a university recognized by the HEC; and (ii) Five years post qualification relevant experience.
5.	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.
6.	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.
7.	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.

8.	Security Guards	18 to 30 years	<p>(i) Ex-Service man not below the rank of L/Naik or equivalent rank from forces;</p> <p>(ii) Not retired on medical or disciplinary grounds;</p> <p>(iii) Experience in security matters; and</p> <p>(iv) Two years are not passed after retirement.</p> <p>OR</p> <p>(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and</p> <p>(i) Height = 5' 6"</p>
9.	Network Support Assistant	18 to 30 years	<p>(i) Higher Secondary School Certificate (second division) from a recognized Board; and</p> <p>(ii) Diploma in relevant field from a recognized Institute.</p>
10.	Generator Operator	18 to 30 years	<p>(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and</p> <p>(ii) Two years' post qualification relevant experience.</p>
11.	Cook	18 to 30 years	<p>(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and</p> <p>(ii) Two years' post qualification relevant experience.</p>
12.	Bus Driver	30 to 45 years	<p>(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board;</p> <p>(ii) valid Heavy Transport Vehicle license and Public Service Vehicle driving license; and</p> <p>(iii) Five years' post qualification driving experience.</p>
13.	Driver (LTV)	21 to 35 years	<p>(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board;</p> <p>(ii) valid Light Transport Vehicle license and Public Service Vehicle driving license; and</p> <p>(iii) Five years' post qualification driving experience.</p>
14.	Bus Conductor	18 to 25 years	<p>(i) Literate</p>
15.	Chowkidar	18 to 25 years	<p>(i) Literate</p> <p>(ii) Height = 5'6; and</p> <p>(iii) Chest = 32"-34"</p>

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 06-12-2023 between 9:00 a.m.-1:00 p.m. at The Rawalpindi Women University, 6th Road Satellite Town, and 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
November 24th, 2023