



RAWALPINDI WOMEN UNIVERSITY

6th Road, Satellite Town, Rwp (Admin Block)

E-mail: registrar@rwu.edu.pk web: www.rwu.edu.pk

SITUATIONS VACANT

Applications are invited from candidates form Punjab Province only against following Non-Teaching vacant positions on regular basis on the prescribed form, available on the RWU website www.rwu.edu.pk.

NON-TEACHING POSTS (REGULAR BASIS)

Sr#	Name of Post	Age	No.of Posts	Eligibility Criteria
(1).	Director Purchase & Store (BS-20)	40 to 50 years	01	<p>i) Ph.D in Management Sciences or Commerce or Economics from an institute or a university recognized by the Higher education Commission; and</p> <p>ii) eight years post qualification teaching or administrative experience in a public or private institute or a university recognized by the Higher education Commission or public sector organization.</p> <p style="text-align: center;">OR</p> <p>i) MS or M.Phil. (second division) in Management Sciences or Commerce or Economics or equivalent qualification from an institute or a university recognized by the Higher education Commission; and</p> <p>ii) ten years post qualification teaching or administrative experience in a public or private institute or a university recognized by the Higher education Commission or public sector organization.</p> <p style="text-align: center;">OR</p> <p>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</p> <p>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 public sector organization.</p>
(2).	Director (Research, Innovation & Commercialization) (ORIC) (BS-20)	40 to 50 years	01	<p>i) Ph.D. in any discipline from an institute or a university recognized by the Higher Education Commission; and</p> <p>ii) eight years post qualification teaching or administrative experience in public or institute or a university recognized by the Higher Education Commission.</p> <p style="text-align: center;">OR</p> <p>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</p> <p>ii) ten years post qualification teaching or administrative experience in public or institute or</p>

				a university recognized by the Higher Education Commission.
(3).	Director (Quality Enhancement Cell) (BS-20)	40 to 50 years	01	<p>i) Ph.D in any discipline from an institute or a university recognized by the Higher Education Commission; and</p> <p>ii) eight years post qualification teaching or administrative experience in public or private institute or a university recognized by the Higher Education Commission.</p> <p style="text-align: center;">OR</p> <p>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</p> <p>ii) ten years post qualification teaching or administrative experience in public or private institute or a university recognized by the Higher Education Commission.</p>
(4).	Chief Engineer (BS-20)	40 to 50 years	01	<p>i) B.Sc (second division) in Civil Engineering or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>ii) registered with Pakistan Engineering Council as Engineer in Civil; and</p> <p>iii) seventeen years' experience in relevant field out of which five years' experience shall be related to management of works.</p>
(5).	Additional Director IT Services (BS-19)	35 to 50 years	01	<p>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</p> <p>ii) eight years' post qualification relevant experience.</p> <p style="text-align: center;">OR</p> <p>i) Master's degree or BS (second division) 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</p> <p>ii) ten years' post qualification relevant experience.</p>
(6).	Additional Registrar (BS-19)	35 to 50 years	01	<p>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</p> <p>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.</p> <p style="text-align: center;">OR</p> <p>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</p> <p>ii) ten years post qualification teaching or administrative or professional experience in a public or private institute or university</p>

				recognized by the Higher Education Commission or public sector organization.
(7).	Additional Controller of Examination (BS-19)	35 to 50 years	01	<p>i) MS or M.Phil. (second division) in any discipline equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>ii) eight years post qualification teaching or administrative or professional experience in a public or private institute or a university recognized by the Higher Education Commission public sector organization.</p> <p style="text-align: center;">OR</p> <p>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</p> <p>ii) ten years post qualification teaching or administrative or professional experience in HEC recognized Public or private university or degree awarding institute or public sector organization.</p>
(8).	Medical Officer (Female) (BS-17)	21 to 35 years	01	<p>i) MBBS (first division) from an institute or a university recognized by the Higher Education Commission; and</p> <p>ii) registered with Pakistan Medical Commission; and</p> <p>iii) one year house job experience,</p>
(9).	Assistant Engineer Electrical (BS-17)	21 to 35 years	01	<p>i) B.Sc. (second division) in Electrical Engineering or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>ii) registered with Pakistan Engineering Council as Engineer in Electrical.</p>
(10).	Personal Secretary (BS-17)	21 to 35 years	01	<p>i. Master's degree or BS (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission.</p> <p>ii. Hundred words per minute shorthand speed; and</p> <p>iii. Fifty words per minute typing speed in English on computer</p>
(11).	Assistant (BS-16)	21 to 35 years	13	<p>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</p> <p>ii) five years' post qualification experience of Microsoft office.</p>
(12).	Assistant Computer Programmer (BS-16)	21 to 35 years	01	<p>i) MCS or MIT or MTS (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission.</p> <p style="text-align: center;">OR</p> <p>ii) B.Sc. (second division) with Computer Science or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>iii) four years' post qualification relevant experience.</p>

(13).	Junior Computer Operator (BS-12)	18 to 30 years	07	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.
(14).	Electrician (BS-11)	18 to 30 years	01	i) Higher Secondary School Certificate (second division) from a recognized Board; ii) DAE (three years) in Electrical or equivalent qualification from a recognized institute; and iii) two years post qualification relevant experience.
(15).	Plumber (BS-04)	18 to 30 years	01	i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and ii) diploma in the relevant field from recognized institute.
(16).	Bus Driver (BS-04)	30 to 45 years	02	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.
(17).	Ground man (BS-02)	18 to 30 years	02	i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and ii) five years post qualification relevant experience.
(18).	Computer Lab Attendant (BS-01)	18 to 25 years	01	Secondary School Certificate (second division) with Computer Science from recognized Board.
(19).	Junior Lab Attendant (BS-01)	18 to 25 years	01	Secondary School Certificate (second division) with Science from recognized Board.
(20).	Mali (BS-01)	18 to 25 years	01	Literate
Total			40	

GENERAL INFORMATION / TERMS & CONDITIONS

- The recruitment will be made in accordance with the Recruitment Policy 2021 and Rawalpindi Women University, Rawalpindi Employees (Appointment, Terms and Conditions of Service) Statues 2021 (amended upto date) and Rawalpindi Women University Rawalpindi Act 2019 (XXIX of 2019).
- The prescribed application forms can be downloaded from the Rawalpindi Women University, Rawalpindi website: www.rwu.edu.pk.
- Candidates 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.
- Applications on prescribed form complete in all respect along with necessary documents must reach to "office of the Registrar Rawalpindi Women University Rawalpindi, 6th Road, Satellite Town, Rawalpindi" by post only, not later than **20 October 2024**. No application will be accepted by hand.
- No application will be entertained, received after due date.
- Candidates applying for more than one position shall submit separate application alongwith all the necessary documents (separate bank draft for each post).
- Processing fee is non-refundable) must be paid in favor of "Rawalpindi Women University, Rawalpindi", in form of Bank Draft of amounting to Rupees as under:-

BS-19 and above : Rs. 5,000/-
BS-17 & 18 : Rs. 3,000/-

BS-16 : **Rs. 2,000/-**

BS-11 & BS-14 : **Rs. 1500-**

BPS-01 to 04 : **No processing fee. Candidates are only required to fill and submit the prescribed form**

8. Three most recent passport size photographs (Blue Background) should be affixed on each application.
9. Candidates already in service of a Government/ Semi Government Department or an Autonomous Body shall apply through Proper Channel by the due date.
10. The requisite age will be calculated on the Closing Date of advertisement.
11. The maximum age limit will be relaxed as per Government Rules.
12. Only **Punjab Domicile** holder candidates can apply on non-teaching positions.
13. Only short listed candidates will be called for test and/or interview (where applicable). (Decision of the University's Authority will be final).
14. No TA/DA will be paid for interviews/Test.
15. 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.
16. 3% quota for disable and 5% quota for minorities shall be observed as per Government rules.

REGISTRAR

RAWALPINDI WOMEN UNIVERSITY, RAWALPINDI

6TH ROAD, SATELLITE TOWN, RAWALPINDI

Ph# 051-9290901 <http://www.rwu.edu.pk>