



RAWALPINDI WOMEN UNIVERSITY

6th Road, Satellite Town, Rwp (Admin Block)
E-mail: registrar@rwu.edu.pk web: www.rwu.edu.pk

SITUATIONS VACANT

Applications for are invited from qualified, competent, motivated, innovated, goal oriented and committed professionals for the following Non-Teaching contract (tenured) positions.

Name of Post	Age	No.of Posts	Eligibility Criteria
1. Registrar (BS-20) Three (03) years Contract	40 to 50 years	01	i) Ph.D. in any discipline from an institute or a university recognized by Higher Education Commission; and ii) Eight years post qualification teaching or administrative or professional experience in a public or private institute or university recognized by HEC or a Public Sector Organization. OR i) MS or M.Phil (Second Division) in any discipline or equivalent qualification from an institute or a university recognized by HEC; and ii) Ten years post qualification teaching or administrative or professional experience in a public or private institute or university recognized by HEC or a Public Sector Organization.
2. Controller of Examinations (BS-20) Three (03) years Contract	40 to 50 years	01	OR i) Master's degree or BS (second division) in any discipline from an institute or a university recognized by Higher Education Commission; and ii) Twelve years post qualification teaching or administrative or professional experience in a public or private institute or university recognized by Higher Education Commission or a Public Sector Organization.
3. Treasurer (BS-20) Three (03) years Contract	40 to 50 years	01	i) Ph.D in Finance or Commerce or Accounting or Auditing or Economics from an institute or a university recognized by the Higher Education Commission; and ii) Eight year's post qualification relevant experience. OR i) MS or M. Phil. (second division) in Finance or Commerce or Accounting or Auditing or Economics or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and ii) Ten years post qualification relevant experience. OR 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.

GENERAL INFORMATION / TERMS & CONDITIONS

1. 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).
2. The prescribed application forms can be downloaded from the Rawalpindi Women University, Rawalpindi website: www.rwu.edu.pk.
3. 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,
4. Applicants are required to submit a soft copy of application/ dossier in PDF format (CD/USB) as well.
5. 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.
6. Candidates applying for more than one position shall submit separate application alongwith all the necessary documents (separate bank draft for each post).
7. Processing fee is non-refundable) must be paid in favor of "Rawalpindi Women University, Rawalpindi", in form of **Bank Draft** of amounting to **Rs.5,000/-**
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 dates, otherwise their applications shall not be entertained.
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 against the above-said 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
16TH ROAD, SATELLITE TOWN, RAWALPINDI
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