



RAWALPINDI WOMEN UNIVERSITY

WALK-IN INTERVIEW **Daily Wages Basis for 89 Days**

Sr#	Name of Post	Age Limit	Eligibility Criteria
(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 Higher Education Commission; and ii) five years' post qualification experience of Microsoft office.
(2).	Library Assistant	18 to 30 years	i) Bachelors' 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 Sciences; iii) five years' post qualification relevant experience; and iv) knowledge of computer.
(3).	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.
(4).	Computer Technician	18 to 30 years	i) Higher Secondary School Certificate (second division) from a recognized Board; ii) diploma in relevant field from a recognized institute.
(5).	Network Support Assistant	18 to 30 years	i) Higher Secondary School Certificate (second division) from a recognized Board; ii) diploma in relevant field from a recognized institute.
(6).	Electrician	18 to 30 years	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.
(7).	Tube Well Operator	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.
(8).	Generator Operator	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.

(9).	Security Guard	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 style="text-align: center;">OR</p> <p>i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and</p> <p>ii) Height = 5' 6".</p>
(10).	Carpenter	18 to 30 years	<p>i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and</p> <p>ii) diploma in the relevant field from recognized institute.</p>
(11).	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>
(12).	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>
(13).	Head Mali	18 to 30 years	<p>i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and</p> <p>ii) three years' post qualification relevant experience.</p>
(14).	Chowkidar	18 to 25 years	<p>i) Literate;</p> <p>ii) height = 5'6"; and</p> <p>iii) chest = 32" – 34".</p>
(15).	Computer Lab Attendant	18 to 25 years	Secondary School Certificate (second division) with Computer Science from recognized Board.
(16).	Junior Lab Attendant	18 to 25 years	Secondary School Certificate (second division) with Science from recognized Board.
(17).	Naib Qasid	18 to 25 years	Secondary School Certificate (second division) or equivalent qualification from a recognized Board;
(18).	Bus Conductor	18 to 25 years	Literate
(19).	Sanitary Worker	18 to 25 years	Literate
(20).	Mali	18 to 25 years	Literate
(21).	Baildar	18 to 25 years	Literate
(22).	Sweeper	18 to 25 years	Literate
(23).	Helper (Mason)	18 to 25 years	Literate
(24).	Helper (Plumber)	18 to 25 years	Literate
(25).	Helper (Electrician)	18 to 25 years	Literate
(26).	Helper (Cook)	18 to 25 years	Literate

Note: 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. Candidates are required to appear in walk-in interviews alongwith their CVs, attested copies of all academic / professional documents and domicile (Punjab only) on **13.02.2025** at **09:00 AM** at “**Rawalpindi Women University, 6th Road, Satellite Town, Rawalpindi**”. No TA / DA will be paid for the purpose. The university reserves the right not to fill any post / withhold the hiring against any post without assigning any reason.

**ADDITIONAL REGISTRAR
RAWALPINDI WOMEN UNIVERSITY
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