



THE WOMEN UNIVERSITY MULTAN

Applications are invited from dynamic motivated Candidates only for the following Positions in The Women University Multan. The Applicant must apply **ONLINE** through University website_ (www.wum.edu.pk) latest by **06-03-2017**(closing date) and forward the downloaded application form along with attested testimonials to the office of the Registrar within seven (07) days after closing date. Online application system will be open till **06-03-2017**. No additional time will be given.

Sr.#	Name of the Post	Qualification and Experience
1.	Registrar (BPS-20) (Female Only) (3 Years 'Tenure Post)	<p>Maximum 45 -55 Years of age</p> <p>Ph.D with 10 years teaching/ administrative experience OR MPA/MBA/M.Sc./M.A. or Equivalent Degree awarded after 16 Years of Education from an HEC recognized University/Institution with 15 years teaching/ administrative experience.</p> <p>Required 15/10 years experience must be of Class "A" Service out of which minimum 05 Years Administrative Experience specifically in the Registrar office in any of the HEC recognized University.</p>
2.	Treasurer (BPS-20) (Female Only) (3 Years' Tenure Post)	<p>Maximum 45 -55 Years of age</p> <p>Ph.D with 10 years teaching/ (Accounts/Audit) experience OR CA/ MBA/ M.Com/ relative Equivalent Degree awarded after 16 Years of Education from an HEC recognized University/ Institution with 15 years teaching/ (Accounts/Audit) experience.</p> <p>Required 15/10 years experience must be of Class "A" Service out of which minimum 05 years (Accounts/ Audit) Experience. The Experience in University will be preferred.</p>
3.	Controller of Examinations (BPS-20) (Female Only) (3 Years' Tenure Post)	<p>Maximum 45 -55 Years of age</p> <p>Ph.D with 10 years teaching/ administrative experience OR MPA/MBA/M.Sc./M.A. or Equivalent Degree awarded after 16 Years of Education from an HEC recognized University/ Institution with 15 years teaching/ administrative/ relevant experience.</p> <p>Required 15/10 years experience must be of Class "A" Service out of which minimum 05 Years experience of working with University examination in Controller Office.</p>
4.	Advisor Finance For 3 Years (Contract) Rs. 150,000/- Per Month	<p>Chartered Accountant/ACCA/ACMA/ or equivalent, Master in Business Administration or Master in Accounting and Finance or M.Com or BBA, BS Accounting and Finance or equivalent, B.Com or Equivalent.</p> <p>CA/ACCA/ACMA/MBA/M.Com/BS Accounting and Finance with at least 25 years' experience in Finance and Accounts in Govt/Semi Govt/ Autonomous/ Corporate Organization.</p> <p>B.Com/BBA or equivalent with at least 30 years' experience in finance and accounts in Govt/ Semi Govt, Autonomous/ Corporate Organizations.</p> <p>Exposure to international accounting and auditing standards.</p> <p>Experience of DAC and PAC.</p> <p>Preparation of financial statements (income and expenditure Account/Statement and Balance Sheet) preferably for public</p>

		sector educational institution. Knowledge of financial packages like SAP etc.
5.	Manager/Career Counseling Officer (BPS-19)	Age:-30-45 Years First Class M.Phil/M.Sc. in Psychology or relevant Subject From HEC recognized University Institution with at least 10 years' experience in relevant field in BPS 17 in any Govt/Semi Govt/Autonomous body. Must have good verbal communication skill MS office proficiency is pre requisite.
6.	Assistant Director/ Career Development Officer (BPS-17)	Age: 25-40 Years Masters in Management Sciences/Public Administration or Social Sciences. 3 Years' experience in relevant field (including project reporting, communication skills etc.).Computer Skill are pre-requisite.

Terms and Conditions:-

1. Candidates are required to submit one (01) set of download application (for each post) applying online on the University website www.wum.edu.pk along with two recent passport size photographs and attested copies of Documents /Certificates in all cases, statement of experience must be supported by certificates from the employees.
2. Posts for which Class "A" service is mentioned means relevant experience of Teaching/Administration (i.e.Administration/ Accounts/Audit/ office of Controller of Examination) whichever is relevant on BPS 17 & above Posts etc.
3. The application must accompany with the auto generated Challan Form (in original). The same can be downloaded after signing up/creation of account on the official website of this university. The processing fee, non- refundable amount of **Rs 3000/-** for the posts on position serial no **1 to 5** and **Rs 1500/- for position on serial No 6**.
4. Terminated from the service or penalized contrary to the service(s) by any of the University / Govt office are not eligible to apply.
5. Candidates already in service should apply through proper channel attach **N.O.C.** issued by the concerned authority. However the advance copies shall be accepted subject to the condition that **NOC** shall be produced before the interview.
6. Moreover, experience/ service certificates duly attested from their present and former employers must be submitted with application.
7. Only short listed candidates will be invited for interview in person accompanied by original documents and no **TA/DA** or any other cost be paid to them.
8. The University reserves the rights that certificates/documents of the selected candidates may be verified and the verification charges will be borne by the selected candidate.
9. Incomplete Applications or those reached after due date will not be entertained in any case. No extra time will be allowed for postal transit etc.

Note: - The Women University Multan reserve the rights to withdraw any of its advertised posts without intimation/assigning any reason thereof.

**The Women University (Katchery Campus), LMQ Road, Opposite District Courts, Multan.
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