



THE WOMEN UNIVERSITY MULTAN

Applications are invited from dynamic motivated Male/Female (only female where specified) candidates only for the following Permanent Posts in The Women University Multan. Application written on Performa available on the website (www.wum.edu.pk) along with attested testimonials must reach the office of undersigned till **12-03-2015** during the office hours.

| Sr. NO | Name of the Post | Age | Qualification and Experience |
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| 1 | Registrar (BPS – 20) (Female Only) | 45-55 | <ul style="list-style-type: none"> • 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. • Required 15/10 years experience must be of Class “A” Service out of which minimum 07 Years Administrative Experience in any of the Universities/Govt Autonomous Bodies.. |
| 2 | Additional Registrar (BPS – 19) | 40-55 | MPA/MBA/M.Sc. /M.A. or Equivalent Degree awarded after 16 Years of Education from an HEC recognized University/Institution with 12 years of Class “A” in HEC recognized University/Institution teaching/administrative experience. |
| 3 | Deputy Registrar (BPS – 18) | 30-45 | <ul style="list-style-type: none"> • MPA/MBA/M.Sc. /M.A. or Equivalent Degree awarded after 16 Years of Education from an HEC recognized University/Institution with 06 years teaching/ administrative experience. • Required 06 years experience must be of Class “A” Service out of which minimum 04 Years Administrative Experience. |
| 4 | Assistant Registrar (BPS – 17) | 21-35 | MPA/MBA/M.Sc./M.A. or Equivalent Degree awarded after 16 Years of Education from an HEC recognized University/Institution. Preference will be given to Class “A” Administrative experience. |
| 5 | Treasurer BPS – 20 (Female Only) | 45-55 | <ul style="list-style-type: none"> • 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. • Required 15/10 years experience must be of Class “A” Service out of which minimum 07 Years (Accounts/Audit) Experience. |
| 6 | Additional Treasurer (BPS – 19) | 40-50 | CA/MBA/M.Com/relative Equivalent Degree awarded after 16 Years of Education from an HEC recognized University/Institution with 12 years of Class “A” teaching/ (Accounts/Audit) experience in HEC recognized University/ |

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| | | | Institution. |
| 7 | Deputy Treasurer (BPS – 18) | 30-45 | <ul style="list-style-type: none"> • CA/MBA/M.Com/relative Equivalent Degree awarded after 16 Years of Education from an HEC recognized University/Institution with 06 years teaching/ (Accounts/Audit) experience. • Required 06 years experience must be of Class “A” Service out of which minimum 04 Years (Accounts/Audit) Experience |
| 8 | Assistant Treasurer (BPS – 17) | 21-35 | CA/MBA/M.Com/relative Equivalent Degree awarded after 16 Years of Education from an HEC recognized University/Institution. Preference will be given to Class “A” (Accounts/Audit) experience. |
| 9 | Controller of Examinations (BPS – 20) (Female Only) | 45-55 | <ul style="list-style-type: none"> • 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. • Required 15/10 years experience must be of Class “A” Service out of which minimum 07 Years administrative/relevant Experience. • Preference will be given to the candidate (s) having relevant experience. |
| 10 | Additional Controller of Examinations (BPS – 19) | 40-55 | MPA/MBA/M.Sc./M.A. or Equivalent Degree awarded after 16 Years of Education from an HEC recognized University/Institution with 12 years of Class “A” teaching/ administrative/ relevant experience in HEC recognized University/Institution. |
| 11 | Deputy Controller of Examinations (BPS – 18) | 30-45 | <ul style="list-style-type: none"> • MPA/MBA/M.Sc./M.A. or Equivalent Degree awarded after 16 Years of Education from an HEC recognized University/Institution with 06 years teaching/ administrative/ relevant experience. • Required 06 years experience must be of Class “A” Service out of which minimum 04 Years Administrative/relevant Experience. • Preference will be given to the candidate (s) having relevant experience. |
| 12 | Assistant Controller BPS – 17 | 21-35 | MPA/MBA/M.Sc./M.A. or Equivalent Degree awarded after 16 Years of Education from an HEC recognized University/Institution. Preference will be given to Class “A” Administrative/ relevant experience. |
| 13 | Project Director BPS – 19 | 40-45 | B.Sc. (Civil Engineering) from an HEC Recognized University/Institute with minimum 12 years experience in the relevant field out of which 04 years experience at Executive Post (BS-18 or equivalent or above) in construction sector in |

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| | | | any of HEC recognized University/Institute. |
| 14 | Assistant Engineer (Civil) BPS – 17 | 21-35 | B.Sc (Civil Engineering) from an HEC Recognized University/Institute. Preference will be given to the candidates having experience in the relative field. |
| 15 | Assistant Engineer (Electrical) BPS – 17 | 21-35 | B.Sc (Electrical Engineering) from an HEC Recognized University/Institute. Preference will be given to the candidates having experience in the relative field. |
| 16 | System Administrator BPS- 18 | 30-45 | Master Degree or equivalent degree awarded after 16 Years of Education in Computer Science from an HEC recognized University/Institute. With minimum 06 years of System Administration/ Web-developing experience in a versatile environment. Must have strong knowledge of virtualization/cloud computing/clustering and SAN/NAS deployment experience. Should be able to administrate SQL Database, MSTMG , and SharePoint, MS-Exchange and core services. Relevant experience in any of HEC recognized University/ Govt IT based Department(s) will be preferred. |
| 17 | Network Administrator BPS – 17 | 21-35 | Master Degree or equivalent degree awarded after 16 Years of Education in Computer Science from an HEC recognized University/Institute. With minimum 04 years of Network management experience. Must be certified CCIC/CCNP . Should have in depth practical knowledge of the Network Topologies, Protocols, Security Tools, ASA Firewall and Cisco Wireless Techniques. Must able to configure and trouble shoot core Cisco Network Devices. Relevant experience in any of HEC recognized University/ Govt IT based Department(s) will be preferred. |
| 18 | Computer Programmer BPS – 17 | 21-35 | MA/M.Sc in IT/Computer Science/Software Development from an HEC recognized University/Institute with 04 years experience in designing, constructing, testing, implementing and maintaining complex computer system. Must have working knowledge of required programming languages and have sufficient knowledge of client/server relational database development platforms. Relevant experience in any of HEC recognized University/ Govt IT based Department(s) will be preferred. |
| 19 | Graphic Designer BPS – 17 | 21-35 | The Candidate should have 16 years of Education in Fine Arts/Design or equivalent Degree from an HEC recognized University/Institute with 04 years of relevant professional experience in any of HEC recognized University/ Govt IT based Department(s). Must be well-versed in handling of different designing software and techniques. |

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| 20 | Women Medical Officer BPS – 17 | 21-35 | MBBS , with 01 year House Job out of which 06 months in medicine. Candidates having experience of working in Emergency unit of any of Government Hospitals or Well Reputed Private Sector Hospitals having min 25 Beds capacity with OT and OPD will be preferred. |
| 21 | Office Secretary BPS – 17 | 21-35 | Master Degree or equivalent degree awarded after 16 Years of Education from HEC recognized University with knowledge of computer, having typing speed 40 w.p.m. , have command on MS Office and other related software packages and proficient in English language with writing skill. The candidate having sound proficiency in short hand and relative experience in any of HEC recognized University/Educational Institute will be preferred. |
| 22 | Public Relation Officer BPS – 17 | 21-35 | Master Degree or equivalent degree awarded after 16 Years of Education in Mass Communication from an HEC recognized University/Institute with 03 years experience as PRO and Journalism work in a Government or Semi-Government Sector or an HEC recognized University/Institute |
| 23 | Assistant Registrar (Legal Cell) BPS – 17 | 21-40 | Should be LLB from HEC recognized University/Institute. Should be able to examine and process the disciplinary actions and related matters. Should be able to conduct Enquires and write reports on analytical basis. Should be able to handle all court matters and can co-ordinate the legal issues of the University with concerned advocates. The candidate must have valid Licence of High Court Bar Punjab with minimum of 05 years of experience as Lawyer lower courts out of which min 02 years High Court. Additional experience and qualifications will be preferred. |
| 24 | Personal Secretary BPS -17 | 21-35 | Master Degree or equivalent degree awarded after 16 Years of Education from HEC recognized University with knowledge of computer, having typing speed 40 w.p.m. , have command on MS Office and other related software packages and proficient in English language with writing skill. The candidate having sound proficiency in short hand and relative experience in any of HEC recognized University/Educational Institute will be preferred. |
| 25 | Directress Sports BPS – 18 (Female Only) | 30-45 | Master Degree or equivalent degree awarded after 16 years of education in Sports Science/Physical Education from HEC recognized University/Institute with 10 year experience (out of which 06 years experience as class"A" Service of conducting sports and games at University/Education Board Level and able to coach and impart instruction in at least 02 major games will be preferred. |
| 26 | Assistant Directress Sports BPS – 17 (Female Only) | 21-35 | Master Degree in Sports Science/Physical Education from HEC recognized University. Candidates having experience of conducting sports and games at University/Education Board Level and able to coach and impart instruction in at least 02 major games will be preferred. |
| 27 | Counselling Psychologist | 30-45 | Master Degree or equivalent 16 years of education in Psychology with Clinical diploma and having Ph.D in |

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| | BPS - 18 | | Psychology from HEC recognized University/Institute and having 5 years experience in the relevant field. |
| 28 | Director Quality Enhancement BPS - 20 | 40-55 | Ph.D preferably Quality Management from HEC recognized university/Institution Minimum 10 years experience out of which minimum 6 years should be in the relevant field in public sector university in BPS – 18 & above . Have a clear vision and depth of knowledge in the field of Quality Assurance and Higher Education, Strong analytical, Writing, interpersonal and communication skills are essential. Experience in Quality Assurance and Quality Management will be preferred. |
| 29 | Librarian BPS – 19 (Female) | 40-55 | MLSc/MLISc or equivalent degree awarded after 16 years of education from HEC recognized University/ Institute with 13 years Professional Experience in library of repute OR Ph.D in Library Science with 10 years professional experience in library of repute. The candidate must have minimum 8 years experience of class “A” service in any of the library of repute. |
| 30 | Deputy Librarian BPS – 18 (Female) | 30-45 | MLSc/MLISc or equivalent degree awarded after 16 years of education from HEC recognized University/ Institute with 09 years Professional Experience in library of repute OR Ph.D in Library Science with 06 years professional experience in library of repute. The candidate must have minimum 05 years experience of class “A” service in any of the library of repute. |
| 31 | Assistant Librarian BPS – 17 (Female) | 21-35 | MLSc/MLISc or equivalent degree awarded after 16 years of education from HEC recognized University/ Institute. Preference will be given to Class “A” service in any of the library of repute. |

Terms & Conditions:-

Terms and conditions:

1. Candidates are required to submit one (**01**) set of application on the prescribed form available on University website www.wum.edu.pk along with two recent passport size photograph and attested copies of **Documents/Certificate**. In all cases, statement of experience must be supported by certificates from the employers.
2. Posts for which Class “A” service is mentioned means Experience of Teaching/ Administrative/ (Accounts/Audit) Posts etc. at BPS-17 or equivalent level. However, teaching experience of Post Graduate Level in an HEC recognized University/Institute will be considered only.
3. The application must accompany Pay-order/Bank Draft/Postal Order in favor of the Women University Multan as processing fee non-refundable Rs. 1500/- for Positions against BPS 17 & 18 and Rs. 3000/- for Positions against BPS 19 & 20.
4. Retired or Terminated from the service or penalized contrary to the service(s) by any of the Govt., Semi-Govt., Autonomous bodies are not eligible to apply.
5. University reserves the right to withhold/cancel the appointment against any/all advertised post(s) or consider person(s) for appointment in lower cadre against the post advertised subject to eligibility and willingness of the candidate and can increase or decrease the number of vacancies as per availability of funds.

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6. Candidates already in service should apply through proper channel/ **N.O.C.** issued by the concerned authority. Moreover, experience/ service certificates from their present and former employers must be submitted with application, if experience is mentioned by the candidate.
7. University reserves the right to conduct any test or opt procedure for short listing. Moreover, only short listed candidates will be invited for interview in person accompanied by original documents and no TA/DA or any other cost will be paid to them.
8. The university reserves the right 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.**

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