



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 **20-04-2015** during the office hours.

Sr. NO	Name of the Post	Age	Qualification and Experience
1	Sub-Engineer(Civil) BPS - 16	30-40	DAE (Civil) recognized by Govt, having 10 years experience in the relevant field.
2	Admin Officer BPS – 16	30-40	B.A/B.Sc or equivalent 14 years education with 10 years of office experience. OR MA/MSc or equivalent 16 years education with 5 Years of office experience. Degree (s) must be from HEC recognized University/Institute. Must be computer literate and have sound knowledge of MS office .
3	Assist Computer Programmer BPS - 16	21-35	Bachelor Degree in computer science or equivalent 14 years of education with 06 years experience in designing, constructing, testing, implementing and maintaining computer system. Must have working knowledge of required programming languages and have sufficient knowledge of client/server relational database development platforms. OR Masters in IT/Computer Science/Software Development or equivalent 16 years of education from an HEC recognized University/Institute with 02 years of above experience. Relevant experience in any of HEC recognized University/ Govt IT based Department(s) will be preferred.
4	Computer Operator BPS - 14	21-35	BA/B.Sc from HEC recognized University/Institute and having computer diploma. Must qualify data entry test plus 40 words per minute typing speed. Preference will be given to those who have knowledge of MS- Office and at least 1 year experience as a data entry operator.
5	Stenographer BPS – 14	21-35	BA/B.Sc from a HEC recognized University/Institute. A speed of 50/40 words per minute in shorthand and typing respectively. Preference shall be given to those who also know Urdu shorthand/ typing at a speed of 60/25 words per minutes respectively.

6	Nurse BPS – 14	21-35	F.Sc having a 3 years diploma in General Nursing and 1 year in Midwifery from School of Nursing approved by Nursing Council. Must be registered with nursing council. Preference will be given to candidate having relevant experience in any of Government Hospitals or Well Reputed Private Sector Hospitals having minimum 25 Beds capacity with OT,OPD, ICU etc.
7	LAB Technician (Biology/ Chemistry/ Physics) BPS - 14	21-35	B.Sc. or equivalent 14 years of education in Chemistry with combination of any of two subjects from Biological Sciences (Botany, Zoology, Microbiology, Genetics) OR B.Sc. in Lab Technology from HEC/UHS recognized University/Institute respectively, having 2 years working experience in well known Public/Private Scientific laboratory
8	Mechanical Supervisor BPS - 12	21-35	DAE (Mechanical) recognized by Govt., having 3 years experience of repairing of machines, lathe, milling, planers, rolling and bending etc in any of Govt or well reputed private organization.
9	Network Support Assistant BPS - 11	21-35	BA/B.Sc from a HEC recognized University/Institute with minimum 2 Years experience of network management. Must be certified CCNP in Routing & Switching. Should have depth knowledge of Network Topologies, protocols, security Tools, ASA Firewall and Cisco Wireless Techniques. Must be able to Configure & Troubleshoot core Cisco network device.
10	Sub- Engineer(Civil) BPS - 11	21-35	DAE (Civil) recognized by Govt. Candidates having relevant experience will be given preference.
11	Sub-Engineer (Electrical) BPS - 11	21-35	DAE (Electrical) recognized by Govt. Candidates having relevant experience will be given preference.
12	Draftsman BPS – 11	21-35	2 Years Diploma in Civil Draftsman after Matriculation in Science with 5 years of Experience in relevant field with proficiency in Auto Cad.
13	Junior Clerk BPS - 7	21-35	Intermediate with 2 years office experience or higher education with some office work experience. Typing speed 40 words per minute (P.C key Board/Electronic Type Writer) or 30 words per minute in manual type writer. Experienced in office work will be given preference.
14	Assistant Care Taker BPS – 7	21-35	<ul style="list-style-type: none"> • Middle with 8 Years Experience of working in Govt. /University Guest House and Army Mess. • OR Matric with 5 Years of above Experience. • OR F.A with 3 Years of above Experience.

15	Store Keeper BPS - 7	21-35	Intermediate with Science or an equivalent qualification from a recognized Board with at least 2 years of experience in store keeping. Proficient in MS office and extra relative experience will be preferred.
16	Dispenser BPS – 6	21-35	Matric(Science) with Diploma in Dispenser course or pharmacy assistant course recognized by Punjab Medical Faculty Lahore with 2 years experience Preference will be given to candidate having relevant experience in any of Government Hospitals or Well Reputed Private Sector Hospitals having minimum 25 Beds capacity with OT, OPD, and ICU etc.
17	Fitter Mechanic BPS - 5	21-35	Matric with 5 years Experience of repairing and/overhauling the engine of the light and heavy vehicles (Petrol& Diesel) in any of Govt or well reputed private organization. Preference will be given to candidate having relative Diploma (minimum 12 months) by TEVTA.
18	Auto Electrician BPS - 5	21-35	Matric with 5 Years Experience of Cars and Vehicles (light/heavy) (Petrol/Diesel) wiring & Electric work. Preference will be given to candidate having relative Diploma ((minimum 12 months) by TEVTA.
19	Line Man PBS - 5	21-35	Matric with 5 years Practical Experience of HT/LT Lines in Govt or Well reputed private organization approved by WAPDA. Preference will be given to the candidate having Diploma in Electrical Engineering with the required experience and above.
20	Carpenter BPS - 5	21-35	Matric with 5 years of Experience in the relevant field as a Carpenter. Preference will be given to candidate having Diploma in Carpentry (minimum 12 months) by TEVTA.
21	Tube Well/ Generator Operator BPS - 5	21-35	Matric with 5 years experience with sound knowledge of electric motor Volt/AMPS. Operation and Maintenance of Tube wells/ trouble shooting of turbine/ knowledge of motor, electricity units and turbines. Preference will be given to candidate having relative Diploma (minimum 12 months) by TEVTA.
22	Machine Operator BPS - 5	21-35	Matric with 5 years Experience with sound knowledge of operating duplicating machine. Should be Capable cleaning and re-assembling various part of machine. Preference will be given to candidate having relative Diploma (minimum 12 months) by TEVTA.

23	Plumber BPS – 5	21-35	Matric with 5 years experience of Domestic and Water Supply lines up to 2 Cusecs . Preference will be given to candidate having Diploma in Plumbing ((minimum 12 months) by TEVTA
24	Driver (HTV) BPS - 5	21-35	Middle with 8 years Experience and Matric with 5 years experience of heavy transport Vehicle (preferably experience of working in the public sector organization). Must have HTV valid Driving Licence preferable from Punjab. Physically and Medically Fit.
25	Driver (LTV) BPS - 5	21-35	Middle with 8 years Experience and Matric with 5 years experience of heavy transport Vehicle (preferably experience of working in the public sector organization). Must have at least LTV valid Driving Licence preferable from Punjab. Physically and Medically Fit.
26	Nursery Supervisor BPS-5	21-35	Matric with 5 years experience with sound knowledge of Nursery, Landscaping, crops yielding, land preparation etc. Preference will be given to candidate having certificate or Diploma in agriculture by TEVTA .
27	Senior Laboratory Attendant BPS - 3	21-40	Matric with Science with 10 Years relevant Experience OR Intermediate (Pre- medical for life sciences and Pre-engineering for Physics and Chemistry) with 5 Years relative experience
28	Laboratory Attendant BPS - 2	21-35	Matric with Science with 5 Years relevant Experience OR Intermediate (Pre- medical for life sciences and Pre- engineering for Physics and Chemistry) with 2 Years relative experience
29	Animal House Attendant (BPS-2)	21-35	Matric with Science with 5 Years relevant Experience in Animal Farms/Zoological Labs (Public Sector/Well Known Private Sector). OR Intermediate (Pre- medical) with 2 Years relative experience as mentioned above.
30	Mali BPS - 2	21-35	Literate , 3 Years Experience in the relevant field Specially gardening and looking after plants.
31	Dispatch Rider BPS - 2	18-35	Matric with valid Motor Bike Driving Licence. Preference will be given to the higher education and relevant experience.
32	Junior Laboratory Attendant BPS - 1	18-35	Matric with Science OR Intermediate (Pre- medical for life sciences and Pre- engineering for Physics and Chemistry). Preference will be given to candidate having relative experience.

33	Computer Lab Attendant BPS - 1	18-35	Matric with Computer Science or Matric Science with minimum 6 months computer diploma/course OR Intermediate with Computer Science. Preference will be given to candidate having relative experience.
34	Helper BPS - 1	18-35	Matric. Physically and Medically Fit. Experience as a helper to Carpenter/Electrician/Plumber will be given preference.
35	Attendant/Naib Qasid BPS – 1	18-35	Matric, Experience will be given Preference.
36	Attendant Plant Environmental Station (BPS-1)	21-35	Literate, Physically and Medically fit. And having experience of 2 Years dealing with plant Experience in the gardening and looking after the plants will be given preference.
37	Balder BPS - 1	18-35	Literate, Physically and Medically fit. Experience in the gardening and looking after the plants will be given preference.
38	Sweeper (male/ female) BPS - 1	18-35	Literate, Physically and Medically fit. Candidates having relative experience will be given preference.
39	Sewer man BPS - 1	18-35	Literate, Physically and Medically fit. Candidates having relative experience will be given preference.
40	Conductor BPS - 1	21-35	Matric, 2 Years Experience as a Bus Conductor. Preference will be given to those who have experience of Bus Conductor in any educational institution.
41	Orderly BPS - 1	18-35	Matric, Experience will be given Preference.
42	Female Security Guards (BPS-1)	26-35	Having strong Physique, mentally fit with minimum qualification of Middle (8th) . Preference will be given to the candidates having higher qualification with age limit between 26-35 years . The selected candidates will get security clearance from the concerned authorities of the Government. Candidates of Multan and surrounding areas will be given preference.

Terms & Conditions:-

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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 photographs and attested copies of **Documents/Certificate**. In all cases, statement of experience must be supported by certificates from the employers.
2. All the Degrees/Certificates (Bachelor/14 years education and above) must be from **HEC** Recognized Universities/Institutes; and certificates / diplomas at Secondary and Higher Secondary / Intermediate levels either from BISE or Boards of Technical Education or attested by IBCC in case of O & A

- levels. Moreover, higher qualification subject to fulfillment of basic criteria will be given preference.
3. The application must accompany **Pay-order/Bank Draft/Postal Order** in favor of the Women University Multan as processing fee non-refundable **Rs. 500/-** for Positions against **BPS 1-16**
 4. Age relaxation up to **5 years** will be accorded to female candidates and those already working in Public Sector Universities.
 5. 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.
 6. 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.
 7. 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.
 8. University reserves the right to conduct any test or procedure for short listing. Moreover, only short listed candidates will be invited for interview in person accompanied by original documents and no **T/DA** or any other cost will be paid to them.
 9. 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.
 10. Candidates applying on quota for disables should apply on the prescribed form specified for this purpose.
 11. **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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