



## THE WOMEN UNIVERSITY MULTAN

Applications are invited from dynamic motivated only Female candidates for the following Posts, for period of 3 years contract, in The Women University Multan. Application written on Performa available on the website ([www.wum.edu.pk](http://www.wum.edu.pk)) along with attested testimonials must reach the office of undersigned till **26-02-2016** during the office hours.

Sr. NO	Name of the Post	Qualification and Experience
1	Registrar (BPS - 20)	<ul style="list-style-type: none"><li>• <b>Ph.D with 10 years</b> teaching/ administrative experience <b>OR MPA/MBA/M.Sc./M.A. or Equivalent Degree awarded after 16 Years of Education</b> from an <b>HEC</b> recognized University/Institution with <b>15 years</b> teaching/ administrative experience.</li><li>• Required <b>15/10 years</b> experience must be of <b>Class "A"</b> Service out of which minimum <b>05 Years</b> Administrative Experience specifically in the Registrar office in any of the <b>HEC</b> recognized University.</li></ul>
2	Treasurer (BPS - 20)	<ul style="list-style-type: none"><li>• <b>Ph.D with 10 years</b> teaching/ (Accounts/Audit) experience <b>OR CA/MBA/M.Com/relative Equivalent Degree awarded after 16 Years of Education</b> from an <b>HEC</b> recognized University/ Institution with <b>15 years</b> teaching/ (Accounts/Audit) experience.</li><li>• Required <b>15/10 years</b> experience must be of <b>Class "A"</b> Service out of which minimum <b>05 Years</b> (Accounts/Audit) Experience. The Experience in University will be preferred.</li></ul>
3	Controller of Examinations (BPS - 20)	<ul style="list-style-type: none"><li>• <b>Ph.D with 10 years</b> teaching/ administrative experience <b>OR MPA/MBA/M.Sc./M.A. or Equivalent Degree awarded after 16 Years of Education</b> from an <b>HEC</b> recognized University/Institution with <b>15 years</b> teaching/ administrative/ relevant experience.</li><li>• Required <b>15/10 years</b> experience must be of <b>Class "A"</b> Service out of which minimum <b>05 Years</b> experience of working with University examination in Controller Office.</li></ul>

### 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](http://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) office of Controller of examination on BPS 17 & above Posts etc.
3. The application must accompany Pay-order/Bank Draft/Postal Order in favor of the Women University Multan as processing fee non-refundable amounting of **Rs. 3000/-** for above Positions.
4. Terminated from the service or penalized contrary to the service(s) by any of the University/ are not eligible to apply.
5. 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.
6. 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.
7. 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.
8. 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.**  
**Web: [www.wum.edu.pk](http://www.wum.edu.pk), Tel Off. : +9261-9200811, +9261-9200812, Fax: +9261-4500950**