

SITUATION VACANT

Applications are invited from dynamic motivated female/male candidates for the following posts in The Women University Multan. Application written on performa available on website along with attested testimonials must reach the office of undersigned not later than 25-March-2014. (Application Forms are available at www.wum.edu.pk).

SR No	Position	Qualification
1.	Assistant Registrar (Contract Basis) (BS-17)	Graduate from a recognized University, preference will be given to higher academic attainments combined with office experience.
2.	Assistant Controller (Contract Basis) (BS-17)	Graduate from a recognized University, preference will be given to higher academic attainments combined with office experience.
3.	Assistant Treasurer (Contract Basis) (BS-17)	Graduate from a recognized University, preference will be given to higher academic attainments. M.Com/MBA Degree holders will be preferred combined with office, experience in Budgeting & Accounts.
4.	Network Manager (Contract Basis)(BS-17)	BS CS/BS IT (4 Years), MCS, or MSc IT or equivalent qualification from HEC accredited institute/university minimum 2 years of experience in LAN & WAN design and management in a public/private sector organization of large IT setup having a large number of nodes. Hands on expertise in ADS, DNS, DHCP, Proxy Servers and Routers. Must have knowledge of database relevant to client server architecture. Basic knowledge of Management Information System, Network troubleshooting/performance issues in Windows/servers.
5.	Computer Operator (Contract Basis) (BS-14)	B.A./B.Sc. 2 nd Division and computer diploma. Must qualify data entry test plus 40 words per minute typing speed. Preference will be given to those who have the knowledge of MS-Office and 1-2 years experience as data entry operator.
6.	Data Entry Operator (Contract Basis) (BS-12)	B.A/BSc with Computer Training Certificates and Experience of minimum 2 years.
7	Dispatch Rider (BS-5)	Middle – Motorcycle Driving Licence/ Performance will be given Experienced Hand.
8.	Junior Clerk (Contract Basis) (BS-7)	<ul style="list-style-type: none">• Intermediate or Higher Education e.g., B.A. English in full subjects or above.• Typing speed 40 words per minute (P. C. Key Board/Electronic Type writer) or 30 words per minutes in Manual typewriter.• Two or more years work experience in office work.

Terms and conditions:

1. Candidates are required to submit one (01) set of application along with attested copies of degrees, result cards, transcripts and certificates. In case, degree has not been issued, a certificate to that effect signed by the Controller of Examinations might be accepted. In all cases, statement of experience must be supported by certificates from the employers. The application must accompany Pay-order/Bank Draft in favor of the Women University Multan as processing fee non-refundable Rs. 1000 for serial No. 01 to 04, Rs. 500 for Sr.No.05 to 08.
2. University reserves the right to withhold/cancel the appointment against any/all advertised post without assigning any reason or increase any/all the number of posts. No candidate shall have the right to take legal action whatsoever.
3. Incomplete applications received after the closing date will not be entertained. No extra time will be allowed for postal transit etc.
4. Candidates already in service should apply through proper channel by due date and submit service certificates from their present and former employers.
5. Only short listed candidate will be invited for interview in person accompanied by original documents and no TA/DA will be paid to them.
6. The university will get verify the certificates/documents of the selected candidates and the verification charges will be borne by the selected candidate.

REGISTRAR
The Women University Multan.