



WOMEN UNIVERSITY MARDAN

Advertisement No: 08/2022

Applications are invited from Pakistani nationals for the following regular administrative staff positions in the Women University Mardan. The application forms can be downloaded from the university official website: www.wumardan.edu.pk.

S. No.	Positions	Qualification & Experience
1.	Deputy Controller of Examination (BPS-18) Age limit 45	First division Masters's degree (16 years' education) from HEC recognized University/Institution in Social Sciences, /Management Sciences with 5-year relevant experience in a Public Sector University/Government or Autonomous body in BPS 17 and above
2.	Deputy Registrar (BPS-18) Age limit 45	First division Masters's degree (16 years' education) from HEC recognized University/Institution in Social Sciences, /Management Sciences with 5-year relevant experience in a Public Sector University/Government or Autonomous body in BPS 17 and above
3.	Deputy Treasurer (BPS-18) Age limit 45	First division Masters's degree (16 years' education) from HEC recognized University/Institution in Finance/ Commerce / Business Administration with 5-year relevant experience in a Public Sector University/Government or Autonomous body in BPS 17 and above.
4.	Deputy Director Quality Enhancement Cell (QEC) (BPS-18) Age limit 45	First division Masters's degree (16 years' education) from HEC recognized University/Institution in Sciences/ Social Sciences /Management Sciences with 5-year teaching / administrative experience in a Public Sector University/Government or Autonomous body in BPS 17 and above
5.	Deputy Director ORIC (BPS-18) Age limit 45	First division Masters's degree (16 years' education) from HEC recognized University/Institution in Sciences/ Social Sciences /Management Sciences with 5-year teaching / administrative experience in a Public Sector University/Government or Autonomous body in BPS 17 and above
6.	Deputy Director Audit (BPS-18) Age limit 45	First division Masters's degree (16 years' education) from HEC recognized University/Institution in Social Sciences/ Business Administration/ Commerce with 5 years' relevant experience in a Public Sector University/Government or autonomous body in BPS- 17 and above.
7.	Deputy Director Admissions (BPS-18) (Female only) Age limit 45	First division Master's degree (16 years' education) from an HEC recognized University/ Institution in Sciences/Social Sciences//Management Sciences with 5 years teaching/administrative experience in a Public sector University/Government or autonomous body in BPS- 17 and above.
8.	Assistant Director Sports (BPS-17) (Female only) Age limit 40	First division Masters' degree (16 years' education) from HEC recognized University/Institution in Health and Physical Education OR Master's degree with Second division from HEC recognized University/Institution in Health and Physical Education with 5-year relevant experience in a Public Sector University/Government or Autonomous body.
9.	Secretary to Vice- Chancellor (BPS – 17) (Female only) Age limit 40	First division Masters's degree (16 years' education) from HEC recognized University/Institution OR Master's degree with Second division from HEC recognized University/Institution with 5-year relevant experience in a Public Sector University/Government or Autonomous body.

Terms & Conditions

- Application form complete in all respect along with photocopies of CNIC, academic credentials, experience certificates, original fee deposit receipt, three passport size color photographs and domicile should reach the office of undersign on or before 20th October 2022.

2. Incomplete Forms or those submitted after due date shall not accepted.
3. In-service candidates should apply through proper channel. They must submit experience, No Objection Certificate(s) and other documents if any, from their concerned Department/Institution duly issued by HR or Registrar office.
4. The candidates shall submit Rs. 3000/- (as application processing fee) for BPS-18 and Rs. 2000/- for BPS-17 through bank receipt (Account No: 15702-00-2, title Vice Chancellor Women University Mardan; The bank of Khyber, Chamber House Branch, Mardan; Branch Code: 0007).
5. Applicants applying for more than one post shall submit separate application (along with necessary documents) and fee deposit receipt for each post
6. Only eligible/shortlisted candidates will be called for test/interview. Candidate must produce HEC verified degrees on the day of interview
7. Less than 3.0/4.0 CGPA will be considered as second division.
8. Mobile Number provided in the application form must not be MNP (Mobile Number Portability). University will update the status through website/SMS.
9. University will not be held responsible for non or late delivery of Call Letters/SMS for test or interview.
10. Candidates are advised to visit the university official website regularly.
11. Selected candidates will be governed by the KP Universities ACT, WUM Statutes and rules & regulations.
12. The University reserves the right to increase, decrease, withhold or not to fill any advertised post depending upon its need.
13. Errors and Omission (if any), are liable to subsequent rectification by University Authorities.

Note: Submit a soft copy of your filled application form (in MS word format) on the below email address before closing date

recruitment@wumardan.edu.pk

Registrar
Women University Mardan