



WOMEN UNIVERSITY

OF AZAD JAMMU & KASHMIR, BAGH.

Situations Vacant

Applications on prescribed forms are invited for the following posts for appointment.

S.No	Name and No of Post	Eligibility Criteria
01	Registrar BPS-20 (01) (On contract basis for 03 years)	(a) PhD. with 15 years relevant experience of 1 st class or at least B-Grade Masters degree/ LLB/ Management/MA/M.Sc. or equivalent from HEC recognized University/ Institution with 17 years experience in BPS-17 and above in teaching/ administration/ planning & management. (b) Should be well versed in latest office techniques, use of computer and capable of communicating with teachers, students and various organizations. Age: 40-45 years (age limit shall not be applicable to in service University employees).
02	Controller of Examination BPS-20 (01) (On contract basis for 03 years)	(a) PhD. with 15 years experience in BPS-17 and above (preferably in a University or degree awarding Institution) or 1 st class or at least B Grade Master's degree /LLB or equivalent from HEC recognized University/ Institution with 17 years experience in BPS-17 and above (preferable in a University or degree awarding institution) in teaching/ administration /finance/ planning/ management. (b) Should be well versed in latest office techniques, use of computer and capable of communicating with teachers, students and various organizations. Age: 40-45 years (age limit shall not be applicable to in service University employees).
03	Accounts Officer BPS-17 (01)	Master's degree at least 2 nd Class from a recognized University in Statistics/ Mathematics / Economics/Computer Science/Commerce/Business Administration or Equivalent qualification with 05 year service in BPS-16 in the field of Accountancy. Should be well versed in latest office techniques and use of computer. Age:21-40 years
04	Assistant Registrar BPS-17 (01)	At least 2 nd class Master's degree/ BA Hons (16 years of education) or 2 nd class BA/ B.Sc. with 05 years experience in the relevant field.
05	Admin Officer BPS-17 (01) (Temporary but likely to be permanent)	Master degree or equivalent with at least 03 years experience in the Relevant field. Age21-40 years (Age limit Shell not be applicable to the In service University employees).
06	Assistant BPS-16 (02)	At least 2 nd class BA/B.Sc. or equivalent degree from HEC recognized university/ Institution.Age21-40 years (Age limit shall not be applicable to the in service employees).
07	Data Entry Operator(DEO) BPS-12 (04)	(a) At least Intermediate with certificate course of 06 months duration in computer operation form a recognized institution or Matric with 05 years experience in the relevant field. (b) Having speed of 40 w.p.m. in type writing (Urdu or English). (c) Age: 18-40 years.
08	Electrician (BPS-08)	(a). Middle with at least 4 years' experience of operation and maintenance of 100 KV Generator.
09	Driver BPS-05 (03)	(a) Middle (Matric preferable). (b) Valid HTV with PSV License Holder with at Least 05 years experience. (c) Physical fitness Certificate. (d) Age: 18-40 years.
10	Cleaner BPS-02 (01)	(a) At least Middle (b) Physical fitness Certificate (d) Age: 18-40 years.
11	Cook BPS-02 (02)	(a) At least Middle (b) Expertise in Pakistani Dishes (c) Age: 18-40 years.
12	Sweeper BPS-01	(b) Literate (b) Physical fitness Certificate (c) Age: 18-40 years.

General Instructions:

- Candidates are required to submit attested copies of their degrees, certificates, & domicile etc, along with prescribed application forms in person or send by mail to the Registrar, Women University of AJ&K, Bagh.
- Candidates applying for more than one post shall submit separate application forms for each post applied with required documents completed in all respect.
- Application forms are available at authorized Branches of HBL & ABL Bagh & University website www.wuajk.edu.pk by depositing Rs.3000/-for BPS-20, Rs.1000/-for BPS-16 & 17 & Rs.300/- for serial No. 07-12 on University Challan available at HBL & ABL main branch Bagh, AJ&K or sending a draft in favour of the Treasurer, Women University of AJ&K, Bagh.
- Age limit shall not be applicable to in service University employees.
- In service candidates must apply through proper channel by due date otherwise their applications will not be entertained.
- The service as teacher in a High schools/ Embassy Schools/ Degree Colleges/ Cadet Colleges cannot be counted as experience for appointment to a post in University.
- Last date for submission the application is 06-02-2019 (during office hours) .
- Incomplete applications will not be entertained.
- NTS/screening test is compulsory for eligibility of S.No 03 to 07. (Qualifying marks in NTS test will be 45% and above).
- Further information can be obtained from NTS website www.nts.org.pk.
- Female candidates will be preferred on merit basis.