



WOMEN UNIVERSITOF AZAD JAMMU & KASHMIR, BAGH.

Situations Vacant

Applications on prescribed forms are invited for the following posts on regular basis.

S. No	Name and No of Post	Eligibility Criteria
01	Assistant Professor (TTS) CS&IT (01) Mathematics (Applied Math) (01) Business Administration, (01)	As per HEC Criteria
02	Controller of Examinations 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. (c) Age: 40-45 years (age limit shall not be applicable to in service University employees.
03	Lecturer (BPS-18) English (01) Kashmir Studies (01) Chemistry (01) Pakistan Studies (01) Economics (01) Leave Vacancy	As per HEC Criteria
04	Junior Lecturer (BPS-17) International Relations (01)	As per HEC Criteria
05	Private Secretary to the Controller (BPS-17) (01)	At least 2 nd Class Bachelor's degree from HEC recognized University with 05 year experience as PA/PS/Stenographer (BPS-16) in Public Sector Institutions. i. Shorthand writing speed 100 W.P.M and 50 W.P.M in computer typing speed. ii. Must be computer literate. iii. Age limit 18-40 years.
06	Senior Scale Stenographer (BPS-16) (01)	At least 2 nd Class Bachelor's degree from HEC recognized University with having speed of Shorthand 100 W.P.M and 50 W.P.M in computer typing speed. ii. Must be computer literate. iii. Age limit 18-40 years
07	Junior Clerk (BPS-11) (04)	At least Intermediate with 25 W.P.M in Urdu & English. Full Command in MS Word, In-page, Excel and Power Point. ii. Age limit 18-40 years

General Instructions:

01. 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.
02. Candidates applying for more than one post shall submit separate application forms for each post applied with required documents completed in all respect.
03. Application forms are available at authorized Branches of HBL & ABL Bagh & University website www.wuajk.edu.pk by depositing Rs.3000/-for BPS-19 & 20, Rs.1000/-for BPS-16 & 17 & Rs.300/- for BPS-11 on University Challan available at HBL & ABL main branch Bagh, AJ&K or sending a draft in favour of the Treasure, Women University of AJ&K, Bagh.
04. Age limit shall not be applicable to in service University employees.
05. In service candidates must apply through proper channel by due date otherwise their applications will not be entertained.
06. 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.
07. Last date for submission of applications is **20 April 2019** (during office hours).
08. Incomplete applications will not be entertained.
09. NTS/screening test is compulsory for eligibility of S.No. 03 to 07. (Qualifying marks in NTS subject test will be 60% and above for Sr. Nos. 03 & 04 and qualifying marks will be 45% or above in relevant NTS test for S. No. 05 to 07).
10. Further information can be obtained from NTS website www.nts.org.pk.
11. Female candidates will be preferred on merit basis.

Dr. Syeda Sadiqa Firdous
(Registrar)
Ph.05823-960034, 35 & 39.