



WOMEN UNIVERSITY

OF AZAD JAMMU & KASHMIR, BAGH. Website: www.wuajk.edu.pk

SITUATIONS VACANT

Applications on prescribed forms are invited for the following Posts on Regular/Contract basis.

| Sr.# | Name of Post | No of Post | Eligibility Criteria |
|------|---|------------|--|
| 01 | Assistant Professor (BPS-19) | | As per HEC Criteria |
| | 1. Pharmacy (01 regular , 01 contract) | 02 | |
| | 2. Nursing (01 regular, 01 contract) | 02 | |
| 02 | Lecturer (BPS-18) | | As per HEC Criteria |
| | 1. Pharmacy (01 regular , 02 Contract) | 03 | |
| | 2. Nursing (01 regular, 01 contract) | 02 | |
| 03 | Assistant Accounts (BPS-16) | 02 | At least 2 nd Class M.Com/MBA, M.Sc. (Mathematics, Statistics, Economics) Maximum age: 40 year |
| 04 | Office Assistant (BPS-16) | 03 | At least 2 nd class Graduate with 5 years' experience in the relevant field. Proficiency in Computer skills. Maximum age: 40 year |
| 05 | Senior Scale Stenographer (BPS-16) | 01 | At least 2 nd class Graduate having 100/50 W.P.M in shorthand and typing speed respectively. Having good knowledge of English, proficient in computer knowledge with five years' experience as stenographer/PA in BPS-14 or above in a Govt./Semi Govt./Autonomous organization. Maximum age 40 year |
| 06 | Senior Clerk (BPS-14) | 05 | At least Graduate with typing speed 25 W.P.M (Urdu/English) and minimum 3 year experience as Junior Clerk/Auditor. Maximum age: 40 year |
| 07 | Junior Clerk (BPS-11) | 03 | a). At least Graduate with typing speed 25 W.P.M (Urdu/English) b). Should have full grip of MS Office and In-Page. Maximum age 40 year |

General Instructions:-

- Candidates are required to submit attested copies of their degrees, certificates & domicile etc. along with prescribed application form to the Registrar, Women University of AJ&K Bagh.
- Candidates applying for more than one post shall submit separate application form for each post along with required documents completed in all respects.
- Candidates who have already applied for the regular positions mentioned at Serial No. 1 (Assistant Professor - Nursing) and Serial No. 2 (Lecturer - Pharmacy), in response to the earlier advertisement published in various newspapers (closing date: December 24, 2024) are not required to reapply.
- The application form can be downloaded from the University website at www.wuajk.edu.pk. The application fee of Rs. 2500 for BPS-19, Rs. 2000 for BPS-18, Rs.1000 for BPS-16 and Rs. 500 for BPS-11 to BPS-14. The fee will have to be deposited in the Women University's official account # **08330010023466800335** at Allied Bank and attach the original deposit receipt with the application form.
- Age limit shall not be applicable to in service Government/University employees.
- In service candidates must apply through proper channel by due date otherwise their applications will not be entertained.
- Last date for submission of the application is **23-05-2025**. Application received after due date/incomplete will not be entertained.
- The University reserves the right of cancellation of advertised position partially or totally as deemed necessary.

Dr. Muhammad Mushtaq
Registrar