



THE WOMEN UNIVERSITY MULTAN

Applications are invited from dynamic motivated Candidates having domicile of any District of Punjab for the following non-teaching / project posts in The Women University Multan on regular / contract basis.

Sr.#	Name of the Post	No. of Post	Age	Qualification and Experience
01	Additional Controller of Examinations (BS-19)	01	35-50	<p>(i) MS or M.Phil. (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Eight years' post qualification relevant experience in a public or private institute or university recognized by the Higher Education Commission or Public Sector Organization.</p> <p style="text-align: center;">OR</p> <p>(i) M.A or M.Sc. or BS (second division) or equivalent qualification from an institute or a University recognized by the Higher Education Commission; and</p> <p>(ii) Ten years' post qualification relevant experience in a public or private institute or university recognized by the Higher Education Commission or public sector organization.</p>
02	Deputy Controller of Examinations (BS-18)	01	25-45	<p>(i) MS or M.Phil. (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Three years post qualification teaching or administrative or professional experience in a public or private institute or university recognized by the Higher Education Commission or public sector organization.</p> <p style="text-align: center;">OR</p> <p>(i) M.A or M.Sc. or BS (second division) in any discipline from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Five years post qualification teaching or administrative or professional experience in a public or private institute or university recognized by the Higher Education Commission or public sector organization.</p>
03	Assistant Controller of Examinations (BS-17)	01	21-35	M.A or M.Sc. or BS(second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
04	Nurse (BS-16)	01	21-35	BS Nursing or three years diploma in Nursing from a recognized institute.
05	Care Taker (BS-14)	02	18-30	Bachelors' degree (second division) or equivalent qualification from an institute or university recognized by the Higher Education Commission

06	Hostel Warden (Female) (BS-14)	01	25-40	i) MA or M.Sc. or BS (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and ii) Three years post qualification relevant experience. OR i) Bachelors' degree (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and ii) Five years post qualification relevant experience.
07	Dispenser (BS-09)	01	18-30	iii) Higher Secondary School Certificate (second division) from a recognized Board; iv) Diploma in relevant field from a recognized institute
08	Accountant (PPS-05) Lump Sum Salary per month (Rs. 70,000/-) with 5% annual increase	01	18-30	B.Com. (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission.

Important Instructions and Terms & Conditions:

1. The candidates are advised to apply on-line by visiting the website i.e. www.wum.edu.pk after reading all terms and conditions (Applications other than On-line shall not be accepted by the University).
2. Submit separate application and separate processing fee, in case if applying for more than one post.
3. The onus/responsibility of correctness of the data given in the on-line application will rest absolutely on the candidate.
4. Last date to apply **ONLINE** is **02-11-2022** and to submit the applications in hard form for all posts to the **Office of Assistant Registrar (EST-II), The Women University (Katchery Campus), LMQ Road, Multan** is **04-11-2022**. Incomplete applications (in any case) shall not be entertained.
5. The fee amounting to **Rs. 1500/-** (for BS-17 & Above) & **Rs. 500/-** (for BS-16 & below) must be deposited through **system generated challan** for each application form and original Receipt must be provided along with hard copy of application form.
6. **No** Bank Draft or Pay Order or Cheque or any such instrument (online payment) will be accepted as fee by the University.
7. In case the Candidate is serving Government Department/Semi-Government Department/Autonomous Body, a Departmental Permission Certificate/ NOC issued by the Competent Authority of the concerned Department, declaring that no inquiry pending against the applicants, is required to be produced along with hard copy of application form. However, advance copy is acceptable.
8. Dismissed/terminated from the service or penalized contrary to the service(s) by any of the University / Government department / autonomous body & Semi-Government are not eligible for aforementioned posts.
9. The post of **Accountant** mentioned on Sr. No. 07 is "**Project Based**" post which is on contract basis initially for a period of one (01) year and extendable yearly, on satisfactory performance for

maximum two (02) years. This post will be abolished after the completion of Project and selected candidate will have no right to claim his/her appointment on regular basis.

10. In case any information provided by the Candidate in his / her application form is found to be incorrect or false at any stage, he / she will be disqualified and action will be taken under the Rules.
11. Only short-listed candidates will be called for interview/test and no TA/DA will be admissible for this purpose.
12. All these recruitments shall be made and governed under The Women University Multan Employees (Appointment, Terms and Conditions of Service) Statutes 2021.
13. The University reserves the right(s) to increase/decrease the number of post(s), not to fill/withdraw any post(s), withhold the appointment against any advertised post(s) without assigning any reason.
14. Age relaxation shall be admissible as per policy of the Government of the Punjab.
15. All quotas are reserved in consonance with notifications of Government of the Punjab. The candidates shall have to provide the relevant certificates along with application duly issued by the authorized departments/person to do so.
16. In case of any query or technical issue, contact at info.jobportal@wum.edu.pk
17. List of all applicants, applied against the advertisement till closing date, will be uploaded on the official website of the University in due course of time.

REGISTRAR

**The Women University (Katchery Campus), LMQ Road, Opposite District Courts, Multan.
Web: www.wum.edu.pk, Tel Off. : +9261-9200848 E-Mail. registrar@wum.edu.pk**