



WOMEN UNIVERSITY MARDAN

JOB ADVERTISEMENT # 02/2022

Applications are invited from Pakistani citizens on prescribed application form, available on university website: www.wumardan.edu.pk, for the following vacant Contractual Positions in the light of *The Khyber Pakhtunkhwa Universities Act 2012 (as amended 2016)*:

S. No.	Nomenclature of Post	Eligibility Criteria
1.	Assistant Programmer (BPS-16) (Post 01)	MSc. /BS in Computer Science or Information Technology in at least 2 nd Division Age Limit: 18-45 years
2.	Computer Operator (BPS-16) (Post 01)	MSc. /BS in Computer Science or Information Technology in at least 2 nd Division OR Bachelors in at least 2 nd Division with 1 year DIT from Recognized Board of Technical Education Age Limit: 18-45 years
3.	Accountant (BPS-16) (Post 01)	MBA/M. Com or equivalent qualifications in at least 2 nd division from a recognized University OR B. Com in at least 2 nd division from a recognized University with 3 years' experience in the relevant field. Age Limit: 18-45 years
4.	Office Assistant (BPS-16) (Post 01)	Intermediate in at least 2 nd division with 10 years' satisfactory service with at least 04 years' service as Senior Clerk in the University OR Matric in at least 2 nd division with 14 years' satisfactory service with at least 04 years' service as Senior Clerk in the University. Age Limit: 18-45 years
5.	Senior Clerk (BPS-14) (Post 01)	Intermediate in at least 2 nd division with 5 years' satisfactory service as Junior Clerk in the University OR Matric in at least 2 nd division with 7 years' satisfactory service as Junior Clerk in the University. Age Limit: 18-45 years
6.	Junior Clerk (BPS-11) (Post 01)	Intermediate in at least 2 nd Division or equivalent qualification with a speed of 40 words per minute in typing and adequate computer literacy. Age Limit: 18-30 years
7.	Security Guard (BPS-02) (Post 01)	Matric or Literate in at least 2 nd division with 2 years' experience in the relevant field. Age Limit: 18-45 years
8.	Sweeper (BPS-02) (Post 01)	Matric or Literate in at least 2 nd division with 2 years' experience in the relevant field. Age Limit: 18-45 years

Instructions:

For each of the above positions, application form along with a copy of CNIC, recent passport size photograph, attested copies of Educational Testimonial(s), Domicile, Experience Certificate(s) and bank receipt; (Account No. 15702-00-2, Titled: Vice Chancellor Women University Mardan; The Bank of Khyber, Chamber House Branch, Mardan; Branch Code: 0007) Rs. 500/- (for serial 1-6) and Rs. 250 (for

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Caushincha Saad



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serial 7-8) should reach the Registrar Office, Women University Mardan, East Canal Road, Mardan on or before **30.03.2022**.

- In-service candidates should apply through proper channel. They must submit **No Objection Certificate(s)** from their concerned Department/Institution along with the application form.
- **Incomplete applications and those received after due date will not be entertained.** Any evaluation shall be based on the information written in the application form supported by documented proof (attached with application form) till the last date of advertisement. The supporting documents related to educational/professional qualification and experience etc. submitted/issued after last date of advertisement, i.e. during interview shall not be entertained/ considered.
- Candidates are required to make correct and only relevant entries (qualification and experience) on the basis of their own claim/ behalf. Irrelevant and wrong entries in application can make the candidate not eligible for the post he/she applied.
- **For Serial 01-06, the Candidates holding domicile certificate of Mardan division are eligible.** Domicile certificate issued by the Competent Authority are acceptable. However, for Serial 07-08 the candidates shall be the living persons within the territorial limits of the University.
- The University reserves the right to increase/decrease/withhold or not to fill any advertised post depending upon its need.

Terms and Conditions:

1. Less than 3.0/4.0 CGPA will be considered as second division. Moreover, less than 2.0/4.0 CGPA will be considered as third division.
2. The University reserves the right to increase/decrease/withhold or not to fill any advertised post depending upon its need.
3. Only eligible/shortlisted candidates will be called for test/interview. Candidate must produce HEC verified degrees on the day of interview.
4. Candidate must calculate their mark, *Not CGPA* in respective column of application form. In case of transcript wherein marks are not mentioned, the Candidate has to provide mark equivalence certificate issued from concerned issuing authority.
5. If a married female candidate applying for any post shall acquire the domicile of her husband. If otherwise, she retains her own domicile she must inform the university in writing attached with application form.
6. All the above positions shall be on contract basis and will treated in the light of *The Khyber Pakhtunkhwa Universities Act 2012 (as amended 2016) Section 11(5)e*.
7. Applicants applying for more than one post shall submit separate application with necessary documents, complete in all respect.
8. Mobile Number provided in the application form must not be MNP (Mobile Number Portability). University will update the status through website/SMS.
9. Applicants applying for more than one post shall submit separate application with necessary documents, complete in all respect.
10. University will not be held responsible for non or late delivery of Call Letters/SMS for test or interview. Candidates are advised to visit the university official website regularly.
11. On detailed scrutiny of the applications after screening test/written examination, if any candidate is found ineligible in any respect under general recruitment rules, his/her candidature will be cancelled regardless of the fact whether he/she qualified test therein. **To avoid any confusion, the candidates are required to study the eligibility criteria of the post applied and term and**

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Nausimul Sadique



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conditions of advertisement before applying the post that they are fulfilling the required qualifications & other related eligibility criteria.

12. Minorities are encouraged to apply.

13. No TA/DA will be paid for test/interview.

Note: Errors of Omission and Commission, if any, are liable to rectification.

Naveed Sadiq

Registrar
Women University Mardan