



THE RAWALPINDI WOMEN UNIVERSITY, RAWALPINDI

SITUATIONS VACANT

Applications for the following posts are invited on contract basis from candidates having domicile of the Punjab on the prescribed form, available on the RWU website.

THE RAWALPINDI WOMEN UNIVERSITY

Sr. #	Name of Post	Number of posts	Mode of Appointment	Age Limit	Qualification & Experience
1.	Registrar (BS-20)	01	Three (03) years Contract (Non-extendable)	40 to 50 years	<p>(i) Ph.D. in any discipline from an institute or a university recognized by HEC; and</p> <p>(ii) Eight years post qualification teaching or administrative or professional experience in a public or private institute or university recognized by HEC or a Public Sector Organization.</p> <p style="text-align: center;">OR</p> <p>(i) MS or M.Phil (Second Division) in any discipline or equivalent qualification from an institute or a university recognized by HEC; and</p> <p>(ii) Ten years post qualification teaching or administrative or professional experience in a public or private institute or university recognized by HEC or a Public Sector Organization.</p> <p style="text-align: center;">OR</p> <p>(i) Master's degree or BS (second division) in any discipline from an institute or a university recognized by HEC; and</p> <p>(ii) Twelve years post qualification teaching or administrative or professional experience in a public or private institute or university recognized by HEC or a Public Sector Organization.</p>
2.	Controller of Examinations (BS-20)	01	Three (03) years Contract (Non-extendable)	40 to 50 years	<p>(i) PhD in any discipline from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Eight 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) 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) Ten 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) Master's degree or BS (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Twelve 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>

3.	Treasurer (BS-20)	01	Three (03) years Contract (Non- extendable	40 to 50 years	<p>(i) PhD in Finance or Commerce or Accounting or Auditing or Economics from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Eight year's post qualification relevant experience.</p> <p style="text-align: center;">OR</p> <p>(i) MS or M. Phil. (second division) in Finance or Commerce or Accounting or Auditing or Economics 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.</p> <p style="text-align: center;">OR</p> <p>(i) MBA in Finance or M.Com. or ACCA or ACMA or M.Sc. in Economics (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and</p> <p>(ii) Twelve years post qualification relevant experience.</p>
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GENERAL INFORMATION

- The prescribed application form can be downloaded from The Rawalpindi Women University website: www.rwu.edu.pk.
- Applicant must submit separate application form for each post.
- Candidates for above positions are required to fill the application form in MS Word and submit three copies of applications along with complete C.V and attested copies of testimonials.
- Two most recent passport size photographs should be affixed on each application.
- Candidates must meet minimum and maximum age limit on closing date of application submission.
- Only Punjab Domiciled candidates are eligible.
- Applications must be accompanied with Demand Draft/pay order of Rs. 1500/- as processing fee (non-refundable for each vacancy), in favour of **The Rawalpindi Women University** payable at **Bank of Punjab** A/C No 6510202804100015.(Postal Orders are not acceptable)
- Candidates already in service of a Government/Semi-Government Department or an Autonomous Body must apply through proper channel.
- **Candidates, who have already applied for the post of Registrar vide advertisement dated 22nd December, 2021 need not to apply again.**
- **Candidates, who have already applied for the post of Controller of Examination and Treasurer vide advertisements dated 24th, 25th March 2021 and 5th November, 2021 need not to apply again.**
- Incomplete applications shall not be entertained.
- Applications on prescribed form complete in all respect along with all necessary documents must reach to the Office of Registrar till **21-02-2022 till 3:00 p.m.**
- **No application shall be received by hand.**
- Name of the post applied for must be written on the Top right corner of the envelope.
- Only short listed candidates will be called for Interview.
- No TA/DA will be admissible for interviews.
- The University reserves the rights not to fill or withdraw any post or withhold the appointment against any advertised post without assigning any reason.

REGISTRAR

**THE RAWALPINDI WOMEN UNIVERSITY,
6th ROAD, SATELLITE TOWN, RAWALPINDI
Ph # 051-9290901 <https://www.rwu.edu.pk/>**