

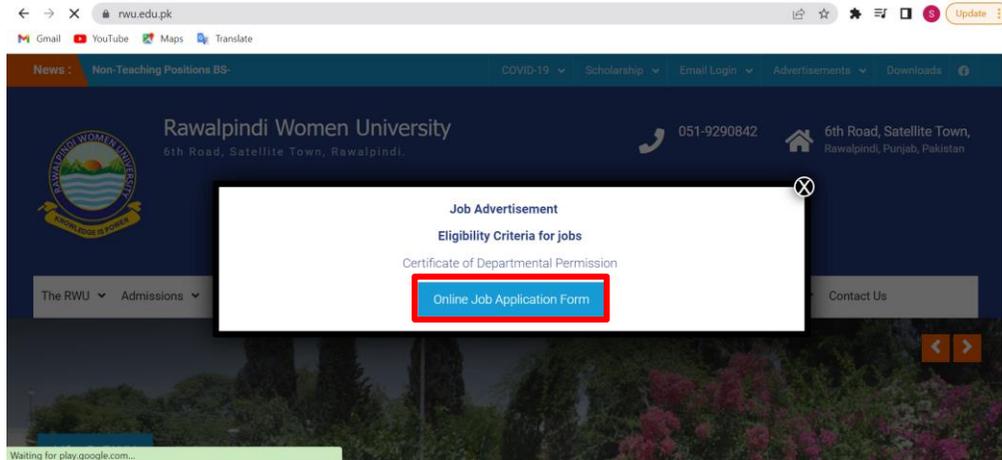
INSTRUCTIONS TO SUBMIT ONLINE APPLICATION FORM FOR JOBS AT RAWALPINDI WOMEN UNIVERSITY

Open any internet explorer and type www.rwu.edu.pk.

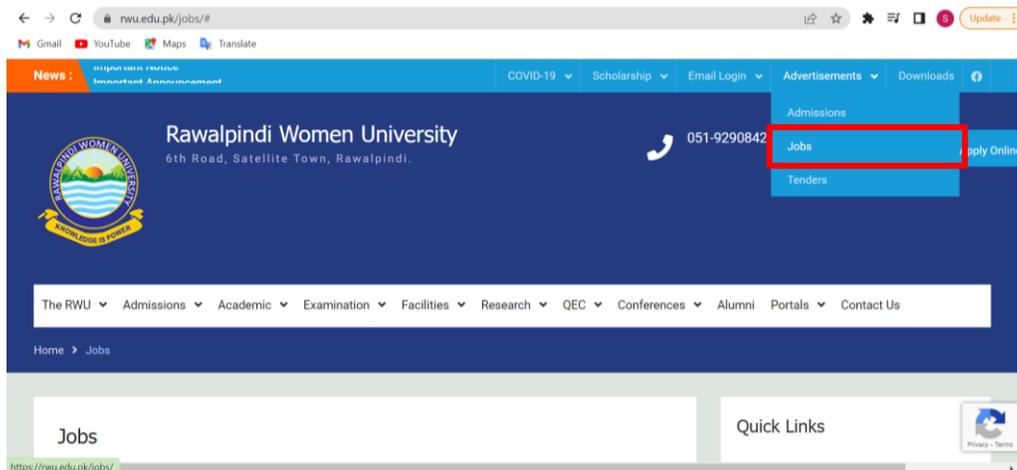
To start online job application, one of the following two ways can be chosen.

1. If pop up appear on the screen as shown in below picture:

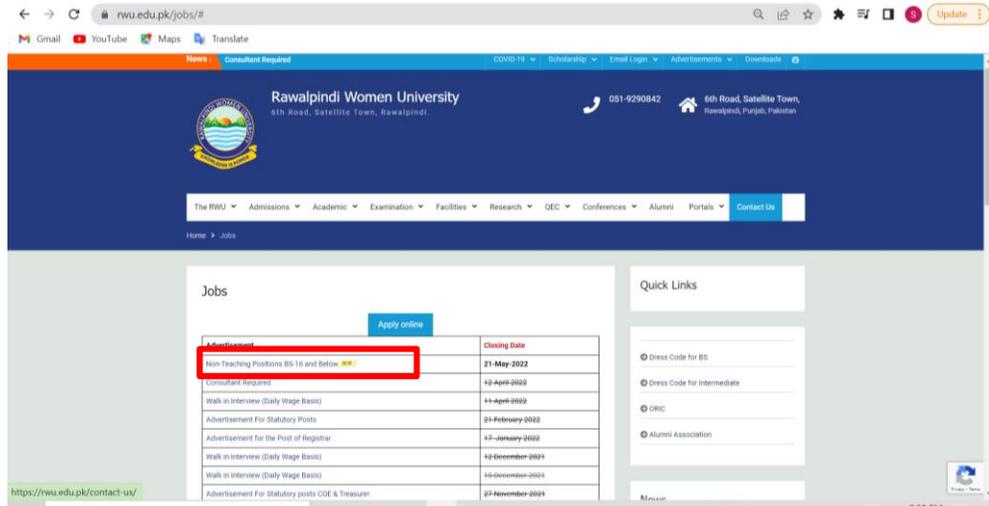
Click on Online Job Application Form (red box in the picture below)



2. Go to job menu under the “Advertisements” tab (see red box in the below picture)



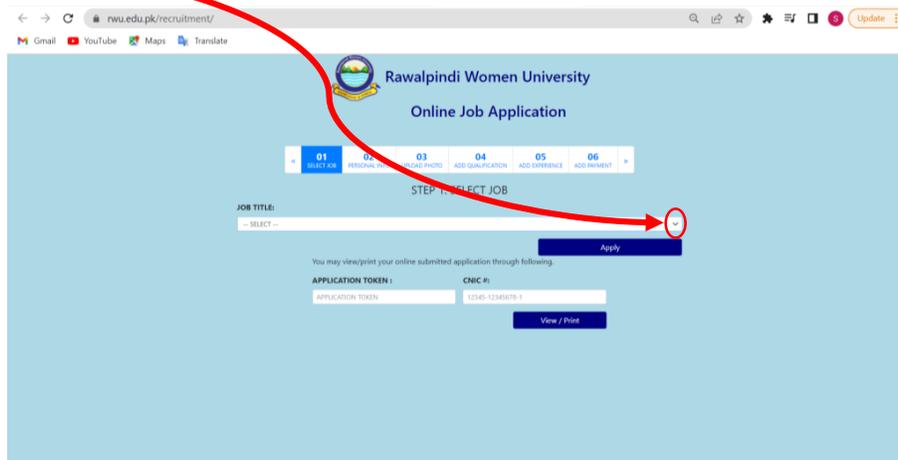
All job advertisements will appear in a list. To apply for latest jobs advertised on 29th April, 2022 in Daily Jang and The News, click on the “Non-teaching positions BS-16 & Below” (see red box in the picture below).



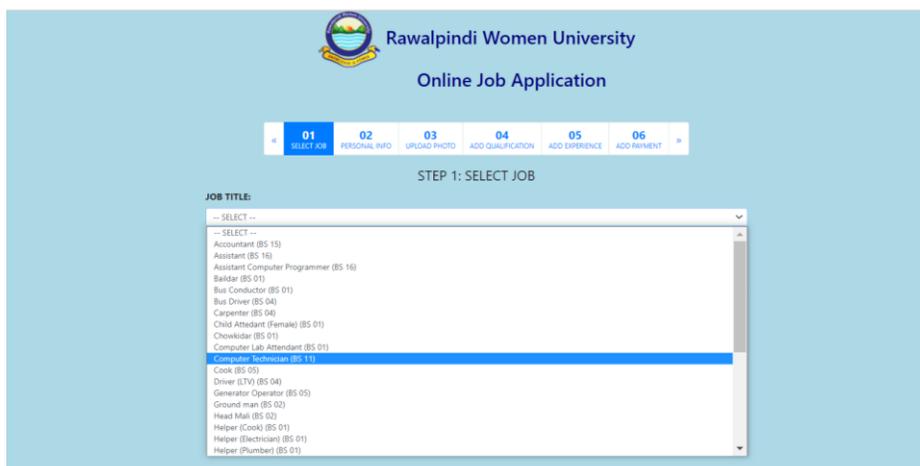
The job application form shall open as in picture below. Follow the steps 1 to 5 to completely fill the application form.

STEP 1: SELECT JOB

- i. Click on the drop down menu to select the job title from the available jobs list.



- ii. Select the particular job, you want to apply for by clicking on it.



- iii. Click on “Apply” button (see red box in picture below)

The screenshot shows the 'Rawalpindi Women University Online Job Application' portal. At the top, there is a progress bar with steps 01 to 06. Step 01 is 'SELECT JOB', which is currently active. Below the progress bar, there is a dropdown menu for 'JOB TITLE' with 'Computer Technician (BS 11)' selected. A green 'Apply' button is highlighted with a red box. Below this, there are fields for 'APPLICATION TOKEN' and 'CNIC #' with a 'View / Print' button.

STEP 2: PERSONAL INFO

After clicking on Apply button, next window will open as in below picture.

Here personal information needs to be entered in each field.

- i. Enter Name, Father’s Name, email, Contact number, Date of birth, CNIC number, Domicile District, Permanent and current postal address by clicking on boxes in front of each field.
- ii. For Gender, Marital Status and Quota fields, applicant is required to click on the arrow in front of each field to select one option from the drop down menu.
- iii. After entering all information, click on “Save” button (see red box in below picture).

The screenshot shows the 'STEP 2: PERSONAL INFO' form. It contains several fields: 'APPLICANT NAME', 'FATHER NAME', 'GENDER', 'MARITAL STATUS', 'EMAIL', 'CONTACT #', 'DATE OF BIRTH', 'CNIC #', 'QUOTA', 'DOMICILE DIST', 'PERMANENT ADDRESS', and 'PRESENT/ POSTAL ADDRESS'. A red arrow points to the dropdown arrow of the 'GENDER' field. At the bottom right, a green 'Save' button is highlighted with a red box. There is also a 'RESET / START OVER' button at the bottom left.

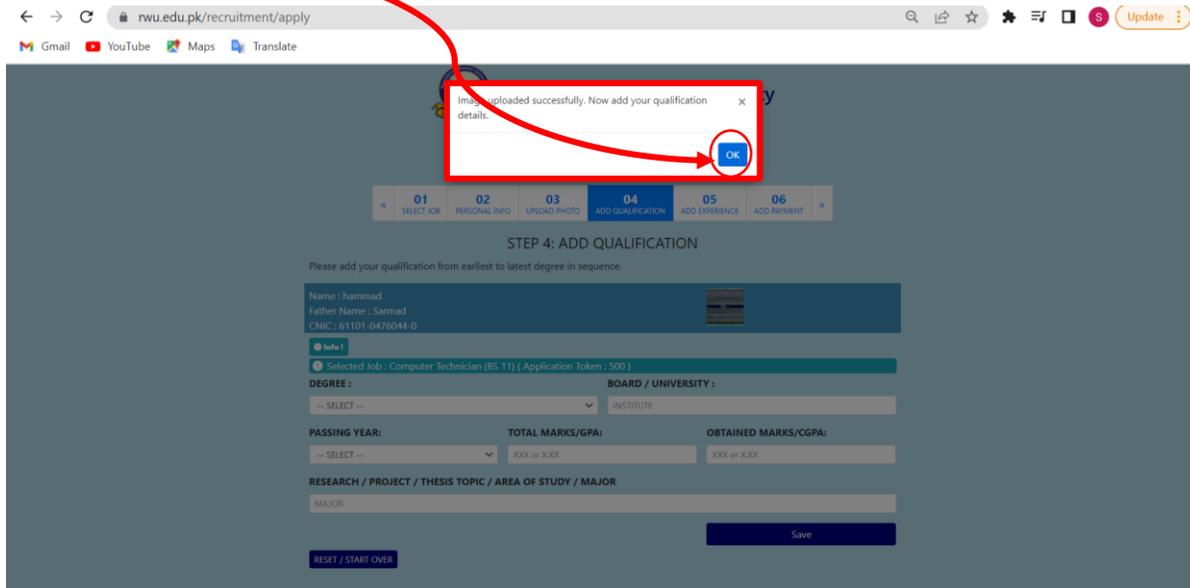
Note:

- All fields are mandatory to fill.
- CNIC number must be entered in the same format as mentioned in the box in front of it.

STEP 3: UPLOAD PHOTO

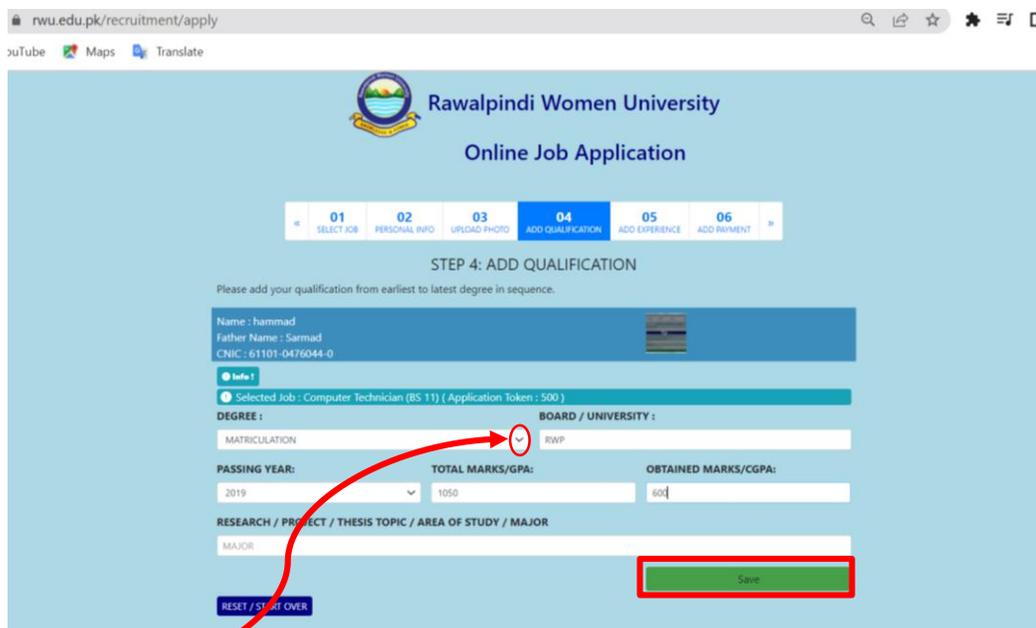
After clicking on 'Save' button, next window will open.

- i. Save your passport size photo on your computer not exceeding 100KB.
- ii. Click on 'choose photo' to select your already saved photo.
- iii. Click on upload photo. A small window will appear (see red box in picture below). Click on 'OK'.



STEP 4: ADD QUALIFICATION

After clicking on 'OK' in previous step, the small window will disappear and new window will open to Add Qualification (see picture below).



- i. Click on the drop down arrow to select the Degree to be entered. Fill in all other fields (Board/ university, Passing year, Total and obtained marks) related to the selected degree.

- ii. Click on ‘Save’ button (see red box in above picture).
- iii. A window will open showing the added qualification (See picture below)

Rawalpindi Women University
Online Job Application

01 SELECT JOB 02 PERSONAL INFO 03 UPLOAD PHOTO 04 ADD QUALIFICATION 05 ADD EXPERIENCE 06 ADD PAYMENT

STEP 4: ADD QUALIFICATION

Please add your qualification from earliest to latest degree in sequence.

Name : hammad
Father Name : Sarmad
CNIC : 61101-0476044-0

Selected Job : Computer Technician (BS 11) (Application Token : 500)

#	Degree	Institute	Year	Total	Obtained	Major/Topic
1	MATRICULATION	RWP	2019	1050.00	600.00	

Add Another Qualification OR **GO TO NEXT STEP**

DEGREE : -- SELECT -- BOARD / UNIVERSITY : INSTITUTE

PASSING YEAR: -- SELECT -- TOTAL MARKS/GPA: XXXX or XXXX OBTAINED MARKS/CGPA: XXXX or XXXX

RESEARCH / PROJECT / THESIS TOPIC / AREA OF STUDY / MAJOR
MAJOR

- iv. Click on ‘Add another Qualification’ to add another degree.
- v. Repeat sub steps (i) & (ii).
- vi. Continue adding another qualification until all degrees are added.
- vii. After adding all degrees click on ‘Go to next step’ (see red box in above picture)

STEP 5: ADD EXPERIENCE

After clicking on ‘Go to next step’ in previous step, new window will open to Add Experiences (see picture below)

Rawalpindi Women University
Online Job Application

01 SELECT JOB 02 PERSONAL INFO 03 UPLOAD PHOTO 04 ADD QUALIFICATION 05 ADD EXPERIENCE 06 ADD PAYMENT

STEP 5: ADD EXPERIENCE

Name : hammad
Father Name : Sarmad
CNIC : 61101-0476044-0

Selected Job : Computer Technician (BS 11) (Application Token : 500)

Add Experience OR **GO TO NEXT STEP**

ORGANIZATION : RAWALPINDI INSTITUTE POST TITLE : Computer Engineer

PAY SCALE: PAY SCALE FROM DATE: 2021-07-19 TO DATE: 2022-05-31

Save

RESET / START OVER

- i. Add relevant experience by filling in all fields (organization name, post held during stay at organization, pay scale (if any), period of stay at an organization by clearly specifying ‘From Date’ and ‘To Date’).
- ii. Click on ‘Save’ button (see red box in above picture).
- iii. A window will open showing the added qualification (See picture below)

rwu.edu.pk/recruitment/

Rawalpindi Women University
Online Job Application

01 SELECT JOB 02 PERSONAL INFO 03 UPLOAD PHOTO 04 ADD QUALIFICATION 05 ADD EXPERIENCE 06 ADD PAYMENT

STEP 5: ADD EXPERIENCE

Name : hammad
Father Name : Sarmad
CNIC : 61101-0476044-0

Selected Job : Computer Technician (BS 11) (Application Token : 500)

#	Organization	Post Title	Pay Scale	From	To
1	RAWALPINDI INSTITUTE	Computer Engineer		2021-07-19	2022-05-31

Add Another Experience OR Go to NEXT STEP

ORGANIZATION : POST TITLE :

PAY SCALE: FROM DATE: TO DATE:

RESET / START OVER Save

- iv. Click on ‘Add another Experience’ to add more experiences.
- v. Repeat sub steps (i) & (ii).
- vi. Continue adding another experience until all experiences are added.
- vii. After adding all relevant experiences, click on ‘Go to next step’ (see red box in above picture)

STEP 6: ADD PAYMENT

After clicking on ‘Go to next step’ in previous step, new window will open to add Payment details (see picture below)

rwu.edu.pk/recruitment/apply

Rawalpindi Women University
Online Job Application

01 SELECT JOB 02 PERSONAL INFO 03 UPLOAD PHOTO 04 ADD QUALIFICATION 05 ADD EXPERIENCE 06 ADD PAYMENT

STEP 6: BANK PAYMENT INFO

Name : hammad
Father Name : Sarmad
CNIC : 61101-0476044-0

Selected Job : Computer Technician (BS 11) (Application Token : 500)

ADVERTISEMENT NO: * BANK:

DRAFT / CHEQUE / TXN ID: DEPOSIT DATE: AMOUNT:

RESET / START OVER Save

Note: No need to enter bank details in this step for the posts in BS-01 to BS-05 as there is no processing fee for such posts. Just click on ‘Save’ button to go further (see red box in picture below). However, candidates applying for posts in BS-11 to BS-16 shall follow the following steps:

- i. The first field Advertisement No. is already filled (see red box in above picture)
- ii. Enter the payment details made for applications in BS-11 to BS-16 (name of bank, Draft number, date of deposit and amount).
- iii. Click on ‘Save’ button (see red box in below picture)

Rawalpindi Women University
Online Job Application

01 SELECT JOB 02 PERSONAL INFO 03 UPLOAD PHOTO 04 ADD QUALIFICATION 05 ADD EXPERIENCE 06 ADD PAYMENT

STEP 6: BANK PAYMENT INFO

Name : hammad
Father Name : Sarmad
CNIC : 61101-0476044-0

Info 1
Selected Job : Computer Technician (BS 11) [Application Token : 500]

Info 1
For the posts where application fee is not required, just leave all fields blank except AD #

ADVERTISEMENT NO : *
IPL 4522

BANK :
UBL

DRAFT / CHEQUE / TXN ID: 44444444 DEPOSIT DATE: 2022-05-04 AMOUNT: 200

Save

RESET / START OVER

- iv. After clicking on ‘Save’ button, a new window will open showing that application has been saved successfully. See below the picture.

Rawalpindi Women University
Online Job Application

01 SELECT JOB 02 PERSONAL INFO 03 UPLOAD PHOTO 04 ADD QUALIFICATION 05 ADD EXPERIENCE 06 ADD PAYMENT

Application is complete.

Name : hammad
Father Name : Sarmad
CNIC : 61101-0476044-0

Info 1
Selected Job : Computer Technician (BS 11) [Application Token : 500]

Success 1
Your application has been saved. Please submit application within due date.

Submit Application

RESET / START OVER

- v. Click on ‘Submit Application’ to submit the saved application.

IMPORTANT!

1. Do not forget to submit the application by clicking on the ‘submit application’ button (see red box in above picture).
2. Note the ‘Application Token’ number for future reference.
3. Print the application form after submitting, by clicking on ‘Print’ button.
4. Application form is saved, and can be seen and printed any later time by providing the CNIC number and Application Token number on opening page of online job application form and then click on view/ print (See red box in below picture).

Rawalpindi Women University
Online Job Application

01 SELECT JOB 02 PERSONAL INFO 03 UPLOAD PHOTO 04 ADD QUALIFICATION 05 ADD EXPERIENCE 06 ADD PAYMENT

STEP 1: SELECT JOB

JOB TITLE
-- SELECT --

Apply

You may view/print your online submitted application through following:

APPLICATION TOKEN :	CNIC #:
APPLICATION TOKEN	12345-12345678-9

View / Print

5. Attach all relevant documents, photographs, experience certificates and original bank draft (as mentioned in advertisement dated 29th April, 2022) with the printed application and send it to Registrar, Rawalpindi Women University through post/ TCS/ courier etc.
6. Applications (in hard form) complete in all respect along with necessary documents must reach to the Office of the Registrar till **24-05-2022 till 3:00 p.m.**
7. **No application shall be received by hand.**
8. Name of the post applied for must be written on the Top right corner of the envelope.
9. Only shortlisted candidates will be called for Test/ Interview.
10. No TA/DA will be admissible for Test/ Interviews.
11. The University reserves the right not to fill or withdraw any advertised post or withhold appointment against any advertised post according to the need of the University without assigning any reason.