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

Open any internet explorer and type <u>www.rwu.edu.pk</u>.

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)

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The RWU ~ Admissions ~	Application Form

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

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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).

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https://rwu.edu.pk/contact-us/	Advertisement For Statutory posts COE & Treasurer	27-November-2021	Moure

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.

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iii. Click on "Apply" button (see red box in picture below)

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	APPLICATION TOKEN : CNIC #:			
	APPLICATION TOKEN 12345-12	45678-1		
		View / Print		

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).

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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'.

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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).

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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)

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	# Degree	Institute	Year Total	Obtained	Major/Topic				
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- 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)

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- 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)

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- 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)

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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)

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

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✓ Your application has been	saved. Please submit application within due date.								
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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).

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- 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.