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**SHAHEED BENAZIR BHUTTO WOMEN UNVIERSITY PESHAWAR**

**Main Campus, Landay Sarak, Charsadda Road, Larama**

**Email:** [**a.r.m@sbbwu.edu.pk**](mailto:a.r.m@sbbwu.edu.pk) **Ph: 091-9224792**

**POSITIONS VACANT**

**Advertisement No. 2/2019**

Applications on prescribed form are invited from Pakistani nationals for the following regular positions and contract positions under section 11(5)e of Khyber Pakhtunkhuwa Universities Act 2012 (amended in 2016) and Shaheed Benazir Bhutto Women University Statutes 2016.

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| **S.No** | **Post and Department** | **No. of Posts** | **Qualification/Experience** |
| 1 | Registrar (BPS-20) (Regular) | 01 | First division degree (16 years education)  from an HEC recognized  University/Institution with 17 years  teaching/administrative experience in a  University/Government Department or a  recognized autonomous body in BPS-17 or its equivalent or above. |
| 2 | Treasurer (BPS-20) (Regular) | 01 | First division degree (16 years education) in Business Administration (with  Specialization in Finance) or Commerce  from HEC recognized University/ DAI’s or Member PIPFA (FPA) with 17 years’  experience in financial management /  Accounts in a University or a Government  Department or a recognized Autonomous  Organization in pay scale 17 or its equivalent or above. |
| 3 | Director ORIC  (BPS-20) (Contract) | 01 | First division degree (16 years education)  from an HEC recognized University/  Institution with 17 years teaching/  administrative experience in a  University/Government Department or a  recognized autonomous body in BPS- 17 or its equivalent or above. |
| 4 | Director IT (BPS-20) (Contract) | 01 | First Division Degree (16 years education)  or equivalent qualification in Computer  Science / Information Technology from an  HEC Recognized University / Institution,  with 17 years relevant experience in a National or International Organization  Preference will be given to MS/M.Phil  Qualification. |
| 5 | Assistant Professor (TTS) (Female) in Computer Science, Mathematics, Education, Economics, Urdu and Zoology | 02 each | Ph.D/Relevant terminal qualification from a recognized Institution and excellent written communication skills as well as excellent presentation skills. |
| 6 | Assistant Professor in Art & Design (Studio practice) (BPS-19) (Female) | 01 | **a.** Ph.D in the relevant field from HEC recognized University/ Institution. With no experience.  **b.** Masters degree (foreign) or M.Phil or Equivalent degree awarded after 18 years of education in the relevant field from HEC recognized University/  Institution. With 4-years teaching/ research experience in an HEC  recognized University or a Post Graduate  Institution or professional experience in the relevant field in a National or International organization.  **c.** First professional degree (4 years minimum, First Division) with no 3rd division in the academic career from HEC recognized University/Institution. With 6-years teaching / research experience in an HEC recognized University or a Post Graduate Institution or professional experience in the relevant field in a National or International organization. |
| 7 | Lecturer in Pakistan Studies  (BPS-18)(Female) (Regular) | 02 | M.Phil / MS or equivalent degree (18 years) or Master degree (foreign) in the relevant field from an HEC recognized University /Institution. |
| 8 | Data Analyst (BPS-17) (Regular) | 01 | First division degree (16 years education) in Computer Science/Statistics from HEC  recognized University/ DAI’s with sound  knowledge of Statistical tools. |
| 9 | Assistant Administrative  Officer (Male)(BPS-17) (Contract) | 01 | First division degree (16 years education)  from HEC recognized University/ DAI’s |
| 10 | Accountant (BPS-16) (Regular) | 01 | MBA / M. Com in at least 2nd division from a recognized university OR BBA /B.Com in at least 2nd division from a recognized university with 03 years experience in the relevant field. |
| 11 | Assistant Web Master (BPS-16) (Regular) | 01 | 2nd class Masters degree /Bachelors Degree (04 years) in Computer Science/Information Technology from an HEC recognized University, preferably with Final year project in programming or web development |
| 12 | Transport Incharge  (BPS-16)(Contract) | 01 | Master/BS (16 years degree) in Business/ Public Administration/LLB in 2nd division from a recognized University with 2 years relevant experience.  OR  Retired JCO from Armed forces with 5 years relevant experience. |

Complete application forms along with attested photocopies of educational testimonials, experience certificates, No Objection Certificate in case of In-service personnel, a recent passport size photograph, copy of computerized National Identity Card and a bank receipt of Rs.2000/- in serial no. 1 and 6, Rs. 1000/- in serial no. 7 to 9 and Rs.500/- and in serial no.10 and 12 to be deposited in account No. 247136012 in UBL MCA, O**R** in case of other Provinces (Punjab, Sindh, Balochistan) a Bank Draft in the name of Vice-Chancellor Shaheed Benazir Bhutto Women University, Peshawar. The applicants are required to submit all the above documents to office of the Deputy Registrar (Meetings), Charsadda Road Landay Sarak, Larama, Shaheed Benazir Bhutto Women University Peshawar on or **before 16/03/2019. Incomplete applications and those received after due date shall not be entertained**. Contact number & complete address must be given in the application.

**NOTE: The University reserves the right to increase or decrease the number of posts, not to fill any post OR reject any application. Application forms are available on University website. Website:** [**www.sbbwu.edu.pk**](http://www.sbbwu.edu.pk)

**Deputy Registrar (Meetings)**

**Shaheed Benazir Bhutto Women University, Peshawar**