



SHAHEED BENAZIR BHUTTO WOMEN UNVIERSITY PESHAWAR
Main Campus, Landay Sarak, Charsadda Road, Larama
Email: a.r.m@sbbwu.edu.pk Ph: 091-9224792

POSITIONS VACANT
Advertisement No. 2/2020

Applications on prescribed form are invited from Pakistani nationals for the following positions at Shaheed Benazir Bhutto Women University, Peshawar.

S.No	Post and Department	No. of Posts	Qualification/Experience
1	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.
2	Lecturer in English, Chemistry, Pakistan Studies, Psychology, Zoology, Political Science, Computer Science, Health and Physical Education, Islamiat, Education and Urdu (Female) (Visiting)	01 (each discipline)	M.Phil / MS or equivalent degree (18 years) or Master degree foreign in the relevant field from an HEC recognized University /Institution.
3	Office Assistant (BPS-16) (Female) (Contract)	02	Masters with 2nd Division with 1 year relevant office work experience with good computer skills OR Bachelors with 1st Division with 2 years relevant office work experience with good computer skills OR Bachelors with 2nd Division with 5 years relevant office work experience with good computer skills OR Intermediate in at least 2nd division with 10 years satisfactory service with at least 04 years' service as Senior Clerk in the University. OR Matric in at least 2nd division with 14 years satisfactory service with at least 04 years' service as Senior Clerk in the University.

4	Personal Assistant (BPS-16) (Female) (Contract)	01	i. Bachelor's Degree in 1st division with a speed of 40 words per minute in Typing and at least 5 years relevant experience Or Master Degree in at least 2nd Division with 40 words per minutes in typing and one year relevant experience ii. Adequate knowledge of Computer in using MS Office.
5	Junior Clerk (BPS-11) (Female) (Contract)	01	1st class intermediate with computer skills OR 2nd class intermediate with 01 year relevant experience in a HEC recognized University or any Government Department and have

Complete application forms along with attested photocopies of educational testimonials (including HEC verified degrees only), experience certificates, a recent passport size photograph, copy of computerized National Identity Card and Rs.2000/- in serial no. 1, Rs. 1000/ in serial no. 2 and Rs. 500/- in serial no. 3, 4 and 5 to be deposited in UBL MCA No 247136012. **OR** 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 Assistant Registrar (Meetings), Charsadda Road Landay Sarak, Larama, Shaheed Benazir Bhutto Women University Peshawar on or **before 22/10/2020**. **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.**
- **Details of all posts available on website. www.sbbwu.edu.pk**
- **Degrees which are not verified from HEC will not be considered.**
- **For Serial No. 3,4 and 5 Territorial Jurisdiction of the University will be observed.**

Application forms are available on University website. Website: www.sbbwu.edu.pk

**Assistant Registrar (Meetings)
Shaheed Benazir Bhutto Women University, Peshawar**