



SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR

Phone No. 091-9239751

POSITIONS VACANT

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

| S.No | Name of Post | Qualification |
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| 1. | Registrar (BPS-20) (Male/Female) | First Class Master Degree/LL.B from an HEC recognized Institution /University with 18 years relevant Administration /Teaching experience in BPS-17 or above in a University. OR Second Class Master Degree/LL.B from an HEC recognized Institution/ University with 20 years relevant Administration /Teaching experience in BPS-17 or above in a University. Note: Female will be preferred. |
| 2. | Treasurer (BPS-20) (Male/Female) | First Class M.Com /M.B.A/ Chartered Accountant /Master in Economics degree from an HEC recognized Institution /University with 18 years relevant experience in BPS-17 or above in a University/ relevant field. OR Second Class M.Com /M.B.A /Chartered Accountant/ Master in Economics degree from an HEC recognized Institution /University with 20 years relevant experience in BPS-17 or above in a University/ relevant field. Note: Female will be preferred. |
| 3. | Controller of Examination (BPS-20) (Male/Female) | First Class Master Degree/LL.B degree from an HEC recognized Institution/ University with 18 years relevant Administration /Teaching experience in BPS-17 or above in a University. OR Second Class Master Degree/LL.B degree from an HEC recognized Institution/ University with 20 years relevant Administration /Teaching experience in BPS-17 or above in a University. Note: Knowledge of conducting examinations in a senior position will be given preference. Note: Female will be preferred. |

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| 4. | Provost (BPS-20) (Female) | First Class Master Degree/LL.B degree from an HEC recognized Institution/ University with 18 years relevant experience in BPS-17 or above in a University. OR Second Class Master Degree/LL.B degree from an HEC recognized Institution/ University with 20 years relevant experience in BPS-17 or above in a University |
| 5. | Assistant Professor in Physics (BPS -19) (Female) | a. Ph.D in relevant field from HEC recognized University/ Institution. No experience required. b. Master's degree (foreign) or M.Phil (Pakistan) or equivalent degree awarded after 18 years of education as determined by the HEC in relevant field from HEC recognized University/ Institution. 4- Years teaching/research experience in HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International organization. |
| 6. | Lecturers in Biochemistry, Bioinformatics, BPS-18(Female) | First Class Master's Degree OR equivalent degree awarded after 16 years of education in the relevant field from an HEC recognized University/Institution with no 3 rd division in the academic career. M.Phil in relevant field will be preferred. |
| 7. | Public Relation Officer (BPS-17) (Female) | First Class Master in Mass Communication and Journalism from an HEC recognized University/Institution. |
| 8. | Head Nurse (BPS-17) (Female) | i) Registered 'A' grade Nurse. ii) Registered Midwife. iii) Five years practical experience after registration excluding training period, provided that in case of persons possessing a certificate or diploma in Ward, Administration or any other higher qualification the minimum period of practical experience shall be three years. |
| 9. | Assistant Director Planning and Development Officer (BPS-17) (Female) | 1 st Class Master Degree in Commerce/Statistics/Economics/ Business Administration/Public Administration OR 2 nd Class Master Degree in |

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| | | Commerce/Statistics/Economics/ Business Administration/Public Administration with 05 years experience in the relevant field in a University or Government Department. |
| 10. | Assistant Director Works (Civil Engr.) (BPS-17) (Male/Female) | 1 st Class (B-Grade) B.Sc Engineering from an HEC recognized University / Institution. OR B. Tech from an HEC recognized University / Institution with 02 years experience in the relevant field. OR DAE from the Board of Technical Education with 04 years experience in the relevant field. |
| 11. | Assistant Director Works (Electrical Engr.) (BPS-17) (Male/Female) | 1 st Class (B-Grade) B.Sc Engineering from an HEC recognized University / Institution. OR B. Tech from an HEC recognized University / Institution with 02 years experience in the relevant field. OR DAE from the Board of Technical Education with 04 years experience in the relevant field. |
| 12. | Data Analyst (BPS-17)(Female) | First Class Master's or equivalent to 16 years of education in the field of Computer Sciences/ IT/Statistics/Engineering from an HEC recognized University or Institution. Knowledge of MS. Office is mandatory. |
| 13. | Horticulture Incharge (BPS-16) (Male) | First Class Master in Horticulture from an HEC recognized University / Institution. Note: Female will be preferred. |
| 14. | Health Supervisor (BPS-16) (Female) | a) Registered LHV possessing diploma in nursing. b) Five years experience of the job. |
| 15. | Work Supervisor (Civil) (BPS-14) (Male/Female) | Diploma in Civil Engineering from recognized Board/University/Institution with 07 years experience in the relevant field in BPS-12. Note: Female will be preferred. |
| 16. | Work Supervisor (Electrical) (BPS-14) (Male/Female) | Diploma in Electrical Engineering from recognized Board/University/Institution with 07 years experience in the relevant field in BPS-12. Note: Female will be preferred. |
| 17. | Quantity Surveyor (BPS-14) (Male/Female) | Diploma in Civil Engineering from recognized Board/University/Institution with 07 years experience in the relevant field in BPS-12. |

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| | | Note: Female will be preferred. |
| 18. | Senior. Laboratory Assistant (Computer Science) BPS-11(Female) | B.Sc Computer Science in 1 st division from an HEC recognized University. |
| 19. | Senior. Laboratory Assistant (Microbiology) BPS-11(Female) | BS Microbiology in 1 st division from an HEC recognized University. |

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. 1000/- in case of S.No.1,2,3, 4 & 5. Rs. 500/- in case of S.No. 6,7,8,9,10 ,11& 12. Rs 300/- in case of S.No 13,14,15,16,17,18 & 19 to be deposited in account No. 09597900092301 in Habib Bank Ltd, Super Market Center Peshawar Cantt. **OR** Bank Draft in the name of Vice Chancellor, in case of out station, should reach the office of the Assistant Registrar (Meetings), Shaheed Benazir Bhutto Women University, near Qila Bala Hisar Peshawar on or before 15.06.2014 **Incomplete applications and those received after due date shall not be entertained.** Contact number & complete address must be given in the application.

NOTE: Application forms are available on University website.

Shaheed Benazir Bhutto Women University, Peshawar reserves the right to increase or decrease the number of posts not to fill any post and reject any application without showing any reason.

Website: www.sbbwu.edu.pk

**Assistant Registrar (Meetings)
Shaheed Benazir Bhutto Women University, Peshawar
Phone No. 091-9239751**