



SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR

Registrar Office (Meetings Section)

Postal Address: Larama, Landay Sarak, Charsadda Road, Peshawar

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Advertisement No. 03-Con(Admin)/2023

POSITIONS VACANT

Applications are invited from Pakistani citizens on the prescribed forms available downloadable from Shaheed Benazir Bhutto Women University, Peshawar website for the following Contract posts for Administrative Officer & Ministerial, Technical. Support & other staff under (HEDP) Project of University Development Office as noted against each positions:

S.NO	POSTS & SECTION	NO.OF POSTS	ELIGIBILITY CRITERIA
1	Assistant Treasurer (Female) (BPS-17) (on contract in University Development office).	01	First division degree (16 years education) in Business Administration (with specialization in Finance) or Commerce from HEC recognized University/DAI's.
2	Office Assistant (BPS-16) (on contract in University Development office).	01	Masters with 2 nd Division with 1 year relevant office work experience with good computer skills OR Bachelors with 1 st Division with 2 years relevant office work experience with good computer skills OR Bachelors with 2 nd Division with 5 years relevant office work experience with good computer skills OR Intermediate in at least 2 nd Division with 10 years satisfactory service with at least 04 years service as Senior Clerk in the University OR Matric in at least 2 nd division with 14 years satisfactory service with at least 04 years service as Senior Clerk in the University.

GENERAL INSTRUCTION

1. Form along with attested photocopies of verified educational testimonials, experience certificate(s) issued by the Competent Authority, No Objection Certificate in case of in-service personnel issued by the Competent Authority, a recent passport size photograph, copy of computerized National Identity Card along **with a bank receipt of (Non-Refundable) Rs.1000/- for (BPS-17) & Rs. 500/- for (BPS-1 to BPS-16 posts) to be deposited in Account No. 247136012 in UBL MCA.** In-service candidates should apply through proper channel. They must submit No Objection Certificate (s) from their concerned departments/institutes along with their application form. The applicants are required to submit all the above documents to office of the Deputy Registrar (Meetings), Landay Sarak, Larama, Charsadda Road, Shaheed Benazir Bhutto Women University Peshawar on or before **Thursday 18th May, 2023.**
2. Age limit of 18- 35 for BPS 6-16 will be applicable as per University Statutes.
3. **Incomplete applications and those received after due date shall not be entertained.** Contact number & complete address must be given in the application. **Form along with documents submitted/sent via email will be rejected.**
4. Original documents will have to be produced at the time of Interview. No TA/DA shall be admissible during test/demonstration/ interview. Only shortlisted candidates will be called for test/demonstration/ interview and the lists of eligible candidates along with all information for regarding test/demonstration/ interview will be displayed and communicated only via University website.
5. Post on S.No 1 is for female candidates only while for posts on S.No 2 both male and female candidates can apply but preference will be given to female candidates.

Note: University Website Link of Job Form

http://sbbwu.edu.pk/sbbwu/assets/files/downloadable/application_form_for_job.pdf

Deputy Registrar (Meetings)