



# SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR

## Registrar Office (Meetings Section)

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

Email: a.r.m@sbbwu.edu.pk; Phone No: 091-9224792

Advertisement No. 1/2025

### 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 regular post as noted against the position.

S.NO	POST	QUALIFICATION/EXPERIENCE
1	Treasurer (BPS-20) (01 Post)(Regular)	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.

1. Complete application forms along with attested photocopies of verified educational testimonials verified from HEC, 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. Applicants having foreign qualification are required to submit an equivalence certificate issued by the Higher Education Commission & IBCC Islamabad. Applicants having local qualification relevance to the advertised subject are required to submit an equivalence certificate issued by the Higher Education Commission, Islamabad. Result declaration date mentioned on the degree will be treated as date of completion of educational qualification against closing date of advertisement. The eligibility of a candidate is governed by the Relevant Statutes Regulation & Rules of a post. Information claimed in application form will be treated as final. Subsequent claims of experience, earlier not given in application form, are considered afterthought and an attempt to become eligible. Such subsequent claims shall not be accepted, if these are from a private organization.
2. A bank receipt of (Non-Refundable) Rs.5000/- for (BPS-20) to be deposited in Account No. 247136012 in UBL MCA, in case of other Provinces (Punjab, Sindh, Balochistan) and Gilgit Baltistan a Bank Draft in the name of Vice-Chancellor Shaheed Benazir Bhutto Women University, Peshawar. The amount should be deposited on or before the closing date. Applicant will be ineligible in case fee is not paid on or before the closing date or short payment of prescribed fee.
3. In-service candidates should apply through the proper channel. They must submit No Objection Certificate (s) from their concerned departments/institutes along with their application form.

Incomplete applications and those received after due date shall not be entertained. Original documents will have to be produced at the time of Interview.

4. No TA/DA shall be admissible during interview. Contact number & Complete Postal address must be given in the application for test/demonstration/ interview. Only shortlisted candidates will be called for test/demonstration/ interview.
5. The applicants are required to submit all the above documents to office of the Deputy Registrar (Meetings), Shaheed Benazir Bhutto Women University, Larama, Landay Sarak, Charsadda Road, Peshawar on or before **30<sup>th</sup> April, 2025. Incomplete applications and those received after due date shall not be entertained.** Contact number & complete address must be given in the application.

**NOTE:** Method of appointment is in accordance with the provision of the Act/Statutes/ Regulations/Rules. Errors if any are liable to rectification by the University. Both male & female candidates are eligible to apply preference will be given to female candidates. The University reserves the right to increase or decrease the number of post(s), 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)**

Meetings Section, Registrar Office  
Shaheed Benazir Bhutto Women University, Peshawar  
Larama, Landay Sarak, Charsadda Road, Peshawar  
Contact No: 091-9224792