



# WOMEN UNIVERSITY, SWABI

## Khyber Pakhtunkhwa-Pakistan

### Positions Vacant

(Advertisement No. 07/2025)

Applications are invited from Pakistani qualified & eligible individuals for appointments against the following vacant positions purely on contract basis under the relevant clause of the Khyber Pakhtunkhwa Universities (Amendment) Act, 2024, initially for a period of one year extendable upon satisfactory performance at Women University Swabi, Khyber Pakhtunkhwa, Pakistan.

S.N	Position	Eligibility
1.	<b>Security Officer</b> (BPS-17) No. of Position: 01	<ul style="list-style-type: none"><li>Graduate (14 years of Education) at least 2<sup>nd</sup> Division.</li><li>Retired Officer/JCO of Armed Forces/Civil Armed Forces. Two years after retirement should not be passed; and not retired on medical and disciplinary grounds.</li><li>Age Limit: Retired personnel: <b>Max 50 years</b></li></ul>
2.	<b>Assistant Director IT</b> (BPS-17) No. of Position: 01	<ul style="list-style-type: none"><li>First Class Master's degree or equivalent qualification (16 years of Education) in Computer Science/ Information Technology from an HEC recognized University / institution</li><li>Upper age Limit : <b>35 years</b></li></ul>
3.	<b>Transport Officer</b> (BPS-17) No. of Position: 01	<ul style="list-style-type: none"><li>First division 16 years education in Automobile engineering/Mechanical Engineering or B.Tech (Hons) in Automobile/Mechanical Engineering from a recognized University or Degree awarding institute.</li><li>Upper age Limit : <b>35 years</b></li></ul>
4.	<b>Assistant Librarian</b> (BPS-16) No. of Position: 02 (Female Only)	<ul style="list-style-type: none"><li>Master's Degree in Library &amp; Information Sciences in at least 2<sup>nd</sup> Division from a recognized University OR Bachelor's Degree in Library &amp; Information Sciences in at least 2<sup>nd</sup> division from a recognized University with 3 years' experience in the relevant field.</li><li>Upper age Limit : <b>35 years</b></li></ul>
5.	<b>Cook</b> (BPS - 02) No. of Position: 02	<ul style="list-style-type: none"><li>Preferably literate with at least 5 years' experience of working in reputable hotels.</li><li>Educated persons and ex-servicemen will be given preference.</li><li>Upper age Limit : <b>40 years</b></li></ul>

#### Terms & Conditions.

- 1 Applicants should apply only on the prescribed form available at university website: [www.wus.edu.pk](http://www.wus.edu.pk).
- 2 The applicants are required to visit the University's web page on a regular basis for updates in the process.
- 3 A Bank draft in favor of M/S Women University, Swabi OR online deposit to Account No. **238739974** United Bank Limited, Swabi Branch (0323) of **Rs. 3000/- for BPS-17 , Rs. 2000/- for BPS-16 and Rs. 1000/- for BPS- 02** Original Bank draft/online deposit slip, attested photocopies of all DMCs, degrees, certificates, experience certificates, CNIC, (03) recent passport size photographs, must be attached with the job application form.

- 4 Candidates serving in Government, Semi Government and Autonomous Bodies should process their applications through proper channel.
- 5 Candidates having Foreign Degree/certificate should attach Equivalency Certificate from HEC, Islamabad before the closing date.
- 6 Any change in contact details must be reported immediately to the Registrar Office.
- 7 The University reserves the right to increase or decrease the number of post(s) according to the need of various departments and reserves the right not to fill/withdraw any post/withhold the appointment against any advertised post(s)/cancel the whole advertisement without assigning any reason.
- 8 Candidates applying for more than one position should submit separate forms with all relevant copies and separate bank draft/deposit slip.
- 9 A CGPA 3.00 on the scale of 4.00 will be considered as First division.
- 10 Only short-listed/eligible candidates will be called for test/interview. University will not be held responsible for any delay at part of the courier/mail service provider.
- 11 Incomplete application form(s), not supported by required documents and documents with ambiguity shall not be acceptable.
- 12 In case any information provided by the candidate in application form(s) is found to be incorrect or false at any stage, he/she will be disqualified, and action will be taken under the rules.
- 13 No TA/DA will be given for attending the test/interview.
- 14 All applications must reach the office of the undersigned on or before **January 08, 2026 (4:00 PM)**.
- 15 Applications received after the closing date may not be entertained, even posted before the closing date.

**Note: Errors, Omission (if any) are liable to rectification by the University.**

**ADDITIONAL REGISTRAR**  
**Women University, Swabi**  
**Phone: 0938-281889**  
[hr@wus.edu.pk](mailto:hr@wus.edu.pk)