



STAFF REQUIRED

Advertisement No (44)-2014

The University of Swabi is a Public Sector University, chartered by the Government of Khyber Pakhtunkhwa. The University offers the following administrative positions on regular basis.

S#	Post	Qualification / Experience
1	Registrar (BPS-20) One post	Ph.D with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 / equivalent and above, in a national or international organization. or MS / M.Phil or equivalent qualification with 15 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or First Class Master Degree with 18 years Teaching / Administrative experience in BPS-17 / equivalent and above, in a national or international organization.
2	Treasurer (BPS-20) One post	Chartered Accountant or FCMA's with 10 years experience in Planning, Investment and Financial Management in BPS-17 / equivalent and above, in a national or international organization. or First Class Master in Commerce / Economics / Business Administration (majors in Finance / Accounting) and 18 years experience in Audit / Finance / Planning in BPS-17 / equivalent and above, in a national or international organization.
3	Controller of Examinations (BPS-20) One post	Ph.D with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 / equivalent and above, in a national or international organization. or MS / M.Phil or equivalent qualification with 15 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or First Class Master Degree with 18 years Teaching / Administration / Examination experience in BPS-17 / equivalent and above, in a national or international organization.
4	Director Academics (BPS-20) One post	Ph.D with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 / equivalent and above, in a national or international organization. or MS / M.Phil or equivalent qualification with 15 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or First Class Master Degree with 18 years Teaching / Administrative experience in BPS-17 / equivalent and above, in a national or international organization.
5	Dy. Director Works (Civil) (BPS-18) One post	Ph.D in Civil Engineering or MS in Civil Engineering or equivalent qualification with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or B.Sc Civil Engineering with 06 years experience in building and road works in BPS-17 / equivalent and above, in a national or international organization.
6	Dy. Registrar (Establishment) (BPS-18) One post	Ph.D or MS / M.Phil or equivalent qualification with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or First Class Master or equivalent Degree with 06 years experience in the relevant field in BPS-17 / equivalent and above, in a national or international organization.

6	Dy. Director P&D (BPS-18) One post	Ph.D in Business / Public Administration / Economics / Statistics or equivalent degree or MS / M.Phil in Business / Public Administration / Economics / Statistics or equivalent qualification with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or First Class Master in Business / Public Administration / Economics / Statistics or equivalent Degree with 06 years experience in the relevant field in BPS-17 / equivalent and above, in a national or international organization.
8	Assistant Registrar (BPS-17) One post	First Class Master or equivalent Degree
9	Assistant Director P&D (BPS-17) One post	First Class Master Degree in Business / Public Administration / Economics / Statistics or equivalent degree
10	Assistant Treasurer (BPS-17) One post	First Class M. Com / MBA (Finance).
11	Assistant Director Physical Education (BPS-17) One post	First Class M.Sc in Physical Education.
12	Assistant Director QEC (BPS-17) One post	First Class M.Sc or MBA (HR).
13	Auditor (BPS-17) One post	First Class M.Com / MBA / MA Economics
14	Resident Warden (Male & Female) (BPS-17) One post each	First Class Master or equivalent Degree.
15	Assistant Controller of Examinations (BPS-17) One post	First Class Master or equivalent Degree.
16	PS to Vice Chancellor (BPS-17) One post	First Class Master or equivalent Degree.

Note: Appointments against Administrative Positions at Serial No 1, 2, 3 & 13 will be made as per Khyber Pakhtunkhwa Universities Act, 2012.

Terms & Conditions:

1. The candidates serving in Government, Semi Government or Autonomous Institutions should route their applications Through Proper Channel.
2. The candidates having Foreign Degree / Certificate will provide Equivalency Certificate from HEC / IBCC, Islamabad.
3. The selected candidates will be governed by Rules / Regulations of the University of Swabi.
4. Only short listed candidates will be called for Test / Interview. University will not be held responsible for non or late receipt of Call Letters for Test / Interview.
5. The University reserves the right to increase or decrease the number of position(s) depending upon the needs of its various Sections or not to fill any position.
6. Applicants should apply only on the prescribed Form, available at the University website www.uoswabi.edu.pk/downloads.
7. A Bank Draft or online deposit to Account No. 0323-204588555, United Bank Limited, Main Branch Swabi of Rs. 1,000/- for BPS-17 and Rs. 1,500/- for BPS-18 & above, in favour of Treasurer, University of Swabi is required. Original receipt of Bank Draft / Online Deposit with attested photocopies of all DMCs, Degrees, Certificates,

Experience Certificates, CNIC, research papers and one (1) recent passport size photograph must be attached with the Application Form.

8. No TA / DA will be allowed by the University.
9. CGPA less than 3.00/4.00 will be considered as Second division.
10. Landline telephone, Mobile No. Postal and Email address must be written on the Application Form.
11. All applications must reach to the office of the undersigned through **registered mail or courier service**, latest by **December 23, 2014**. Incomplete applications / received after due date will not be accepted.

Note: Errors and Omissions, if any, will be rectified by the University.

Registrar
University of Swabi,