



Say No to Corruption

Sardar Bahadur Khan Women's University, Quetta

Job Opportunities (Administrative Positions)

Sardar Bahadur Khan Women's University (SBKWU) was established in 2004 for promoting and creating awareness of women's education and empowerment in Balochistan as the first Women University of the province.

The University offers the following job openings purely on Contract basis:

S#	Position	BPS	Gender	Eligibility Criteria
1	Transport Officer	BPS-17	Female/Male	B.E (Mech) or Master's with at least 2nd division or equivalent qualification from recognized University with 02 Years experience of transport administration or relevant. Or 04 years experience in a post of equivalent to BPS-16 in the relevant field or 07 years experience in a post equivalent to BPS-11 in the relevant field. Computer skills i.e. MS word, MS Excel, MS power point etc.
2	Hostel Warden	BPS-17	Female	Master Degree preferably with at least 2 nd Division or equivalent qualifications from HEC recognized University 03 years relevant experience on a post equivalent to BPS-16 in a University / College / Government Department / Autonomous Organization. Preference will be given to the candidates having Computer skills.
3	Lady Medical Officer	BPS-17	Female	2nd class MBBS degree from university registered with PMDC with 3 years experience.
4	Assistant Accounts Officer	BPS-16	Female/Male	ICMA(Inter) / MBA(Finance)/ M.Com with at least 2nd Division from HEC recognized University. Computer skills especially command on Accounts related soft wares will be preferred. Post qualification experience of 02years in a University / College / Government Department / Autonomous Organization as Junior Executive/ Supervisory Capacity
5	Assistant	BPS-15	Female/Male	Bachelor's Degree (Second division) from HEC recognized University Preference will be given to the candidates having Computer skills i.e. MS word, MS Excel, MS power point etc are essential.
6	CCTV Technician	BPS-12	Female/Male	FA/F.Sc/ICS or equivalent having One (01) year experience in CCTV installation troubleshooting and management of security equipment. Candidate having relevant training certificates will be preferred.
7	Junior Instructor	BPS-12	Female	Intermediate with 1 year relevant diploma from any Government recognized institution.
8	Junior Clerk	BPS-11	Female/Male	Matriculate (Second division) with typing skill of 30 w.p.m Preference will be given to the candidates having Computer skills i.e. MS word, MS Excel, MS power point etc

9	Laboratory Assistant (For Science Lab only)	BPS-07	Female	Preferably Intermediate with science subjects (for science lab)/ one year certification in Computer Sciences (for computer lab) from a recognized institution. Preference may be given to those who have sufficient relevant experience
10	Driver	BPS-04	Male	Preferably Matriculation with driving license in heavy vehicles with two years experience and having license in light vehicles with four years experience.
11	Laboratory Attendant	BPS-02	Female	Matriculation in Science may be preferred.
12	Conductor	BPS-02	Male	Middle may be preferred
13	Gardner	BPS-01	Female/Male	Middle may be preferred
14	Naib Qasid	BPS-01	Female/Male	Middle may be preferred
15	Helper	BPS-01	Female/Male	Middle may be preferred

Terms and Conditions

- Preference will be given to already working SBK Women's University employees, if they fulfill the criteria.
- Candidates having Local/Domicile of Balochistan are eligible to apply.
- **Age Limit:** 43 years as on closing date of the applications (including age relaxation granted by Government of Balochistan)
- The tenure of the above posts is six months and extendable upto further six months on the basis of performance.
- Interested individuals who meet the criteria can obtain application form from University website www.sbkwu.edu.pk
- The attested/verified copies of the following documents must be attached with the application form: i. CV ii. Degrees iii. Detail Mark Sheets iv. Certificates v. Three passport size pictures vi. CNIC vii. Local/Domicile Certificate viii. NOC (in case of employed person)
- Experience must be mentioned in employment form and same experience certificates must be attached; otherwise application will be considered incomplete and will not be considered.
- Applicants already in service should apply through proper channel along with NOC issued by their parent department by due date otherwise their applications will not be considered.
- Incomplete applications, or candidates not fulfilling the criteria; or applications/any document received after due date will not be considered in any case.
- Only shortlisted candidates will be called for the interview which will be held in SBK Women's University, Quetta. No TA/DA is admissible.
- The application processing fee(non-refundable) is as under:-
 - **BPS-16 & BPS-17 is Rs. 2000/-**
 - **BPS-11 to 15 is Rs. 1000/-**
- Fee can be deposited through deposit slip only in the National Bank of Pakistan, BMC Branch Quetta A/c No. **SBKWU SAFE 3014858486** or in the shape of Bank Draft in favor of Treasurer Sardar Bahadur Khan Women's University Quetta.
- **Applications on prescribed form must reach the HR Department SBKWU, Quetta on or before the closing date i.e. 14-03-2025.**
- Females are encouraged to apply.
- Canvassing in any manner or form will disqualify the candidates.
- The Competent Authority of the University reserves the right of canceling any or all of the above positions without assigning any reasons.

Note: Errors and Omissions are liable to be rectified.

Registrar

SBK Women's University, Brewery Road Quetta.

www.sbkwu.edu.pk

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