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# Government College Women University, Sialkot

Applications are invited from Pakistani nationals, who are dynamic, dedicated and professional in their fields and like to serve on Regular basis in a newly established Women University located in Sialkot

## POSTS AVAILABLE

**CHIEF SECURITY OFFICER (BS-19)** Age Limit 47-55  
 No of Post = 01 Gender:- Male  
 Qualification / Experience: LT COL (Retired) 4-5 years service in ISI / MI. Must be from Infantry. Must have at least 25 years colour service in Army. Medical category "A". Officer residence at the same station may be preferred. Salary negotiable.

**ADDITIONAL REGISTRAR (BPS-19)** Age Limit 29-40  
 No of Post = 01 Gender:- Male-Female  
 Qualification / Experience: M.A./M.Sc/M.B.A/M.C.S 2nd Division or equivalent degree awarded after 16 Years of Education from an HEC recognized Institution/University with 8 years relevant experience of administration.

**ADDITIONAL DIRECTOR PLANNING & MANAGEMENT (BS-19)** Age Limit 35-45  
 Gender:- Male  
 Qualification / Experience: MBA / Master Degree in Planning & Management Business / Public Administration with 8 years experience of planning in a University / Govt. / Autonomous body in BPS-17 or above.

**DEPUTY REGISTRAR (BPS-18)** Age Limit 26-35  
 No of Post = 01 Gender:- 7  
 Qualification / Experience: M.A / M.Sc (2nd Division) from an HEC recognized Institution / University with 6 years relevant experience.

**ESTATE OFFICER (BS-17)** Age Limit 30-45  
 No of Post = 01 Gender:- Male  
 Qualification / Experience: Graduation at least 2nd division from HEC recognized University with 10 years Administration / Office experience. Preference will be given to candidates having experience in Estate Affairs and labour handling.

**COMPUTER PROGRAMMER (BS-17)** Age Limit 21-35  
 Gender:- Male  
 Qualification / Experience: Master's in (IT / CS) or 16 years of education at least 2nd Division from an HEC recognized University / Institution. Should have knowledge of Graphic tools, Experience of web Technology including ASP / PHP / CGI / VB Script / JSP / DHTML / IIS Database integration experience for MySQL, MS-Access, MS-SQL Server, Oracle, etc. Open Source Software Development or Configuration or Optimization.

**ASSISTANT BUDGET & FINANCE OFFICER (BPS-16)** Age Limit 21-35  
 No of Post = 01 Gender:- Male  
 Qualification / Experience: MBA (Finance / Accounts) at least 2nd divisions with 3 year experience in any Govt. / Semi Govt. Organization or B.Com / BBA with 3 to 5 year experience.

**ASSISTANT ACCOUNTS OFFICER / ACCOUNTANT (BPS-16)** Age Limit 21-35  
 No of Post = 01 Gender:- Male  
 Qualification / Experience: MBA (Finance / Accounts) at least 2nd divisions with 3 years experience in any Govt. / Semi Govt. Organization or B.Com / BBA with 5 years aggregate relevant experience.

**OFFICE ASSISTANT / HEAD CLERK (BS-14)** Age Limit 21-35  
 No of Post = 01 Gender:- Male / Female  
 Qualification / Experience: Graduate (2nd Division) from a recognized University. Preference will be given to experience candidates.

**ACCOUNTS ASSISTANT (BS-14)** Age Limit 21-30  
 No of Post = 01 Gender:- Male  
 Qualification / Experience: B.Com. Preference will be given to candidates with relevant experience.

**AUDIT AND ACCOUNTS ASSISTANT (BS-14)** Age Limit 21-30  
 No of Post = 01 Gender:- Male  
 Qualification / Experience: B.Com (at least 2nd Division) from recognized University / Institution. Preference will be given to an experienced person.

**CARE TAKER (BS-14)** Age Limit 25-35  
 No of Post = 01 Gender:- Male  
 Qualification / Experience: Graduate, Minimum 4 years experience of labour handling.

**COMPUTER OPERATOR / DATA ENTRY OPERATOR (BS-12)** Age Limit 21-30  
 Gender:- Male / Female  
 Qualification / Experience: Intermediate at least 2nd division from a recognized institution / Board with one year Diploma in computer science from Board of Technical Education or from any other recognized Institution.

**ELECTRICIAN (BS-9)** Age Limit 21-30  
 Gender:- Male  
 Qualification / Experience: Matric with 6 months Certificate in Electrical Technology from Institute recognized by Punjab Board of Technical Education with at least three years experience.

**JUNIOR CLERK (BS-7)** Age Limit 18-30  
 Gender:- Male / Female  
 Qualification / Experience: Matric or equivalent from a recognized Board. Typing speed in English 30 / Words per Minute, and Knowledge in In-Page is must. Preference will be given to Candidates having experience on Ms Office, CorelDraw / Adobe Photoshop. Salary negotiable.

**PLUMBER (BS-05)** Age Limit 21-35  
 Gender:- Male  
 Qualification / Experience: Skilled worker with 3 years experience in th relevant field.

**NOTE:**  
 > Application forms are available in Registrar Office and may be download from the website www.gcwu.edu.pk  
 > Application completed in all respect including attested copies of the degrees & Detail Marks Certificates, Experience Certificates, Certificate, NC and three recent passport size photographs.  
 > A detailed one Page CV should also be submitted with the application.  
 > The applicants are also required to submit a draft pay order of RS. 10000- (for BS-19 & 18); RS. 8000- (for BS-17); RS. 3000- (for BS-16 & 14); RS. 2000- (for BS-05 to 12) in favor of "Registrar Government College Women University, Sialkot" along with other documents.  
 > Incomplete applications will be rejected.  
 > Applicants working in Government, Semi-Government, and Autonomous Bodies should apply through proper Channel. However they may send a advance copy  
 > 2% quota is reserved for the disable persons, they shall have to produce certificate from the Social Welfare Department, Government of the Punjab.  
 > No TA/DA will be admissible.  
 > Only short listed candidates will be called for interview. A written test may be conducted if required.  
 > The University reserves the right not to fill any post / withdraw the appointment against any advertised post without assigning any reason.  
 > Age relaxation can be given in exceptional cases.  
 > Please mention the name of post Applied for on the top left corner of the envelope.  
 > Candidates who have already applied need not apply.  
 > Application should reach to the Office of the Registrar of University by 30-09-2015.  
 > Further information please visit our website www.gcwu.edu.pk

IPL-12182

**REGISTRAR  
 GOVERNMENT COLLEGE  
 WOMEN UNIVERSITY, SIALKOT  
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