

March 2015



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.

POSITIONS AVAILABLE

REGISTRAR (BPS-20) No of Post = 01 Age Limit 35-55 Gender:- Female Qualification / Experience: M.A./M.Sc./M.B.A 2nd Division or equivalent degree awarded after 16 Years of Education from an HEC recognized Institution / University with 15 years relevant experience of administration in Public sector University / Institution.	ASSISTANT REGISTRAR (BPS-17) No of Post = 02 Age Limit 21-35 Gender:- Male-Female Qualification / Experience: M.A / M.B.A / M.Sc / M.C.S (2nd Division) from an HEC recognized University/Institution. Candidates with relevant experience will be given preference.
TREASURER (BPS-20) No of Post = 01 Age Limit 35-55 Gender:- Male Qualification / Experience: M.Com / M.B.A (Finance/Accounts) /ACMA / CA (at least 2nd Division) from an HEC recognized University/Institution with at least 15 years experience in Finance/Accounts.	ASSISTANT TREASURER (BPS-17) No of Post = 02 Age Limit 21-35 Gender:- Male-Female Qualification / Experience: M.COM/ M.B.A (Finance/ Account) at least (2nd Division) from an HEC recognized University/ Institution. Preference will be given to candidates having relevant experience.
CONTROLLER OF EXAMINATION (BPS-20) No of Post = 01 Age Limit 35-55 Gender:- Female Qualification / Experience: M.A / M.Sc (2nd Division) from an HEC recognized Institution / University with 15 years relevant administrative experience.	ASSISTANT CONTROLLER OF EXAMINATION (BPS-17) No of Post = 02 Age Limit 21-35 Gender:- Male-Female Qualification / Experience: M.A / M.Sc (2nd Division) from an HEC recognized University / Institution. Candidates with relevant experience will be given preference.
ADDITIONAL REGISTRAR (BPS-19) No of Post = 01 Age Limit 29-40 Gender:- Male-Female Qualification / Experience: M.A./M.Sc./M.B.A/M.C.S/ B.S.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.	PA TO VICE CHANCELLOR (BPS-17) No of Post = 01 Age Limit 21-35 Gender:- Female Qualification / Experience: M.A / M.Sc / B.S (4 years) (2nd Division) from an HEC recognized University / Institution. Having good interpersonal skills proficiency in communication skills specially English and Urdu.
ADDITIONAL TREASURER (BPS-19) No of Post = 01 Age Limit 29-40 Gender:- Male Qualification / Experience: M.Com / MBA (Finance/Accounts) (at least 2nd Division) or equivalent from an HEC recognized University/Institution or CA Inter / ACMA with at least 8 years experience in Finance / Accounts.	PURCHASE OFFICER (BPS-17) No of Post = 01 Age Limit 21-35 Gender:- Male Qualification / Experience: M.A / M.Sc / MBA / M.Com at least 2nd Division from an HEC recognized University / Institution. Relevant experience will be given preference.
DEPUTY REGISTRAR (BPS-18) No of Post = 01 Age Limit 26-35 Gender:- Male-Female Qualification / Experience: M.A / M.Sc (2nd Division) from an HEC recognized Institution / University with 6 years relevant experience.	COMPUTER PROGRAMMER (BPS-17) No of Post = 01 Age Limit 21-35 Gender:- Female Qualification / Experience: M.Sc / MIT / Bachelor's (16-year's degree) in at least 2nd Division in computer science / I.T from an HEC recognized University / Institution. Working Knowledge of required programming languages.
DEPUTY TREASURER (BPS-18) No of Post = 01 Age Limit 26-35 Gender:- Male Qualification / Experience: M.Com / M.B.A (Finance/Accounts) /ACMA /CA Inter (at least 2nd Division) or equivalent from an HEC recognized University / Institution 6 years experience in Finance/Accounts.	Hostel Warden (BPS-17) No of Post = 01 Age Limit 35-50 Gender:- Female Qualification / Experience: M.A / M.Sc in any subject at least five years experience as Assistant Hostel Warden in any University / Educational Institute. Preference will be given to the candidates having experience in public sector University/Institution.
DEPUTY CONTROLLER OF EXAMINATION (BPS-18) No of Post = 01 Age Limit 26-35 Gender:- Male-Female Qualification / Experience: M.A / M.Sc (2nd Division) from an HEC recognized University / Institution 6 years administrative experience in the relevant field.	NETWORK ADMINISTRATOR (BPS-17) No of Post = 01 Age Limit 21-35 Gender:- Female Qualification / Experience: Bachelor Degree (16 years) at least 2nd Division in Electrical or Electronic Engineering or Computer Science from an HEC recognized University / Institution. Knowledge and experience of Routers, Switches, TCP/IP, Firewalls & VPNs. Experience of Microsoft/Unix/Linux environments. Experience of installing and troubleshooting Computer Hardware. Knowledge Internet servers Configuration and Troubleshooting including Proxy, DNS, Web, SMTP, POP, LDAP, ISA etc. Network certification like MCSE and CCNA shall be preferred. Good communication skill is required.

NOTE:

- Application forms can be obtained from Registrar office or may be downloaded from the website www.gcwu.edu.pk.
- A brief one page CV should be submitted with the application.
- The applicants are required to submit draft pay order/Bank draft of Rs.1200/- for (BPS-20), Rs.1000/- for (BPS-19 & 18) and Rs.800/- for (BPS-17) in favor of Treasurer Government College Women University, Sialkot.
- Incomplete applications are liable to be rejected.
- Applicants working in Government, Semi-Government and Autonomous bodies should apply through proper channel. However they may send advance copy.
- No TA/DA will be admissible.
- Only short listed candidates will be called for interview. The University reserves the right not to fill any post / withhold the appointment against any advertised post without assigning any reason.
- Age relaxation can be given in exceptional cases.
- Please mention the name of the post applied for on the top left corner of the envelop.
- Applicants against whom any enquiry is pending or in litigation with their parent institution or any Government Institution or agency are not eligible to apply.
- Candidates applying for more than one post should submit separate application forms for every post applied.

12. The candidates who had already applied for any post need not apply again.
13. Application completed in all respects including attested copies of the degree & detail Marks Certificates, Experience Certificates, C.N.I.C and three recent passport size photographs should reach to the address mentioned below latest by 27 March, 2015.

REGISTRAR GOVERNMENT COLLEGE WOMEN UNIVERSITY, SIALKOT.
Katchery Road, Sialkot Tel: 052-9250170 (IPL-2299)

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