



Government College Women University, Sialkot

ADVERTISEMENT

Applications are invited from Pakistani Nationals for the following Posts for appointment on Basic Scale (BS-)/ Tenure Track System (TTS)

February, 2017

ADMINISTRATIVE POSTS	
REGISTRAR (BS-20)	Age Limit: Up to 55 Gender: Female Qualification/Experience: Masters or equivalent degree at least 2 nd division from HEC recognized University/Institution and 12 years, teaching / administrative or professional experience in HEC recognized University or Post Graduate Institution or in a National/International Organization.
TREASURER (BS-20)	Age Limit: Up to 55 Gender: Male/Female Qualification/Experience: CA / A.C.M.A, MBA (Finance / Accounts), M.Com or MA (Economics) at least 2 nd division From HEC recognized University / Institution with 12 years experience of Audit & Accounts in a Public Sector Organization of Repute OR passed SAS/DAO/PIPPA examination Audit & Accounts department Govt. of Pakistan with 20 years' experience.
CONTROLLER OF EXAMINATIONS (BS-20)	Age Limit: Up to 55 Gender: Male/Female Qualification/Experience: Masters or equivalent degree at least 2 nd division from HEC recognized University/Institution and 12 years teaching / administrative or professional experience in an HEC recognized University or Post Graduate Institution or in a National/International Organization. Preference will be given to the candidates having MS in information Engineering and Management with experience of establishing Computerized System.
ADDITIONAL CONTROLLER OF EXAMINATIONS (BS-19)	Age Limit: Up to 45 Gender: Male/Female Qualification/Experience: Masters or equivalent degree at least 2 nd division from HEC recognized University /Institution and 8 years, teaching / administrative or professional experience in an HEC recognized University or Post Graduate Institution or in a National or International Organization. Preference will be given to the candidates having MS in information Engineering and Management with experience of establishing Computerized System.
DIRECTOR QUALITY ENHANCEMENT CELL (BS-19)	Age Limit: Up to 45 Gender: Male/Female Qualification/Experience: MS/Ph.D in Total Quality Management (TQM) from a recognized University/Institution of higher education. Certificates in Quality Management System (ISO 9000) and MS Office will be considered additional qualification. The candidates must have relevant experience of minimum 5 years in BS-17 and above in any Govt. / Semi Govt. higher education Institution / University with clear vision and in depth knowledge in the field of Quality Assurance and Higher Education.
DEPUTY TREASURER (BS-18)	Age Limit: Up to 40 Gender: Male/Female Qualification/Experience: CA / A.C.M.A, MBA (Finance / Accounts), M.Com or MA (Economics) in at least 2 nd division From HEC recognized University / Institution with 5 years' experience (BPS-17 or equivalent) , in Audit or Accounts in a Government / Private Organization of repute OR passed SAS/DAO/PIPPA examination Audit & Accounts department Govt. of Pakistan with 10 years' experience.
PA TO VICE CHANCELLOR (BS-17)	Age Limit: Up to 35 Gender: Female Qualification/Experience: M. A/M. Sc / BS (4 Years) at least 2 nd Division or equivalent from an HEC recognized Institution/University. Having good Computer and interpersonal skills proficiency in communication skills especially English and Urdu.
PLANNING OFFICER (BS-17)	Age Limit: Up to 35 Gender: Male/Female Qualification/Experience: MA (Economics) / MBA or equivalent qualification with 03 years experience in relevant field.
HOSTEL WARDEN (BS-17)	Age Limit: Up to 35 Gender: Female Qualification/Experience: MA/MSc from HEC recognized University with 5 years relevant experience in female College/University.
ASSISTANT NETWORK ADMINISTRATOR (BS-17)	Age Limit: Up to 35 Gender: Male/Female Qualification/Experience: Master degree (16 years) at least 2 nd division in Computer Science. Knowledge & Experience of Routers, switches, TCP/IP, Frame Relay, 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.
ASSISTANT REGISTRAR (BS-17)	Age Limit: Up to 35 Gender: Female Qualification/Experience: Master degree (16 years) at least 2 nd division or equivalent from an HEC recognized Institution/University with 03 years experience in relevant field.
LECTURER IN HEALTH AND PHYSICAL EDUCATION BS-17	Age Limit: Up to 35 Gender: Female Qualification/Experience: MSc Sports Sciences & Physical Education 1 st division from an HEC recognized University / Institution. Preference will be given to the candidate who has the experience in National/International Sports.
HARDWARE TECHNICIAN (BS-16)	Age Limit: Up to 35 Gender: Male/Female Qualification/Experience: 14 years of Education/DAE with 1 year experience in relevant field.
LAN/WAN TECHNICIAN (BS-16)	Age Limit: Up to 35 Gender: Male/Female Qualification/Experience: 14 years of Education/DAE with one year experience in relevant field.

ACADEMIC POSTS		
PROFESSOR (Male/Female) As per HEC relevant Criteria Package BS-21/TTS		
Subject		
Chemistry	Statistics	
Computer Science	Psychology	
Environmental Sciences	Political Science	
English	Zoology	
Mathematics		
ASSOCIATE PROFESSOR (Male/Female) As per HEC relevant Criteria. Package BS-20 /TTS		
Subject		Subject
Business Administration		Political Science
Chemistry		Psychology
Computer Science		Statistics
English		Sociology
Fine Arts		Zoology
Mathematics		
ASSISTANT PROFESSOR (Preferably Female) *As per HEC relevant Criteria. Package BS-19 /TTS		
Subject		Subject
Business Administration		Mathematics
Botany		Political Science
Chemistry		Psychology
Computer Science		Statistics
English		Sociology
Fine Arts		Zoology
Islamic Studies		
Lecturer (only Female) As per HEC relevant Criteria Package BS-18		
Subject		
Fine Arts	Sociology	Statistics

INSTRUCTIONS

- The applicants are required to submit a draft/ pay order of Rs. 800/- for (BS-16) Rs. 1000/- for (BS-17 & 18) and Rs. 1500/- for (BS-19, 20 & 21) in favour of Treasurer GC Women University, Sialkot.
- Applications can be submitted by hand or post through courier within the due date.
- Application form can be downloaded from the University website www.gcwus.edu.pk or can be received from the office of the Registrar on payment of Rs. 30/-each.
- Only Short listed candidates will be called for test/Interview. No TA/DA will be admissible for Test/ Interview.
- The University reserves the rights not to fill / withdraw any post / withhold the appointment against any advertisement without assigning any reason.
- The application on prescribed form will be entertained only.
- Application completed in all respect (in triplicate) along with attested copies of the Degrees & Detail Marks Certificates, Experience Certificates and two (02) self addressed envelopes should reach the office of the Registrar, GC Women University Sialkot.
- The candidates applying for the post of Professor/Associate Professor under BS/TTS are required to submit relevant prescribed form for each post along with attested copies of the Degree & Detail Marks Certificates, Experience Certificates, Photograph (1x1)
- Only those male candidates can apply for the post of Assistant Professor who possess Ph. D degree.
- Age relaxable in exceptional cases.
- Preference will be given to Female Candidates.

Last date for receipt of applications 10th February, 2017.
For further Information please visit our website www.gcwus.edu.pk

FOR REGISTRAR
GC Women University, Sialkot.
Katchery Road, Sialkot.
Tel: 052-9250170