



GOVT. COLLEGE WOMEN UNIVERSITY SIALKOT

ADVERTISEMENT NO. 02/2025

Applications are invited from highly qualified, accomplished, dynamics and motivated Pakistani nationals for Teaching posts and Punjab Domiciled for Non-Teaching posts for appointment on Basic Scale (Regular/ Contract).

ACADEMIC POSTS	
ASSOCIATE PROFESSOR (BS-20)	
Subjects/ No. of Post	Criteria
Business Administration = 01; Commerce = 01; Mathematics = 01, Statistics = 01 and Seerat Chair = 01	Age Limit: 30-50 Years Qualification: PhD degree in the relevant discipline or equivalent qualification from an Institute or a University recognized by the HEC. Experience: Ten years teaching or research experience in a postgraduate Institute or a University recognized by the HEC or professional experience in the relevant field in a National or International organization; OR Five years post PhD teaching or research experience in a postgraduate Institute or a University recognized by the HEC or professional experience in the relevant field in a National or International organization; and Publications: Ten research publications in the Journals recognized by HEC out of which four publications shall be within last five years.
Computer Science/ Information Technology = 01	Age Limit: 30-50 Years Qualification: PhD in Engineering or Information Technology or computing or equivalent qualification from an Institute or a University recognized by the HEC. Experience: Ten Years teaching or research experience in an Institute or College or University recognized by the HEC or ten years professional experience in the relevant field in a National or International organization out of which two years shall be teaching experience; OR Ten years post PhD teaching or research experience in a postgraduate Institute or a University recognized by the HEC or professional experience in the relevant field in a National or International organization; and Publications: Ten research publications in the Journals recognized by HEC or Pakistan Engineering Council out of which four publications shall be within last five years.
ASSISTANT PROFESSOR (BS-19)	
Subjects/ No. of Post/s	Criteria
Business Administration = 02; Commerce = 02; Education = 01; Islamic studies/Arabic = 02; Psychology or Applied Psychology or Clinical Psychology = 02; Physics = 01; Statistics = 02 and Urdu = 01	Age Limit: 25-45 Years Qualification: PhD degree in the relevant discipline or equivalent qualification from an Institute or a University recognized by the HEC.
Computer Science/ Information Technology = 03	Age Limit: 25-45 Years Qualification: PhD degree in Engineering or Information Technology or Computing or equivalent qualification from an Institute or a University recognized by the HEC.
Fine Arts = 01	Age Limit: 25-45 Years Qualification: PhD in Art and design or equivalent qualification from an Institute or a University recognized by the HEC. OR Qualification: Master's degree (foreign) or MS or M.Phil. (Second Division) in Art and design or equivalent qualification from an Institute or a University recognized by the HEC; and Experience: Four years teaching or research or professional experience in a post graduate institute or a University recognized by the HEC or National or International organization. OR Qualification: BFA or B.Des. (four Years) (First Division) or equivalent qualification from an Institute or a University recognized by the HEC; and Experience: six years teaching or research or professional experience in a post graduate institute or a University recognized by the HEC or National or International organization. Note: The applicant having third division in the academic career shall not be eligible.
LECTURER (BS-18)	
Subjects/ No. of Post/s	Criteria
Business Administration = 01; Commerce = 02; Mathematics = 01; Psychology or Applied Psychology or Clinical Psychology = 03; and Sociology = 02	Age Limit: 21-35 Years Qualification/Experience: MS or M.Phil. (First Division) in Applied Psychology or Commerce or Management Sciences or Mathematics or Sociology or equivalent qualification awarded after 18 years of education from an institute or a University recognized by the HEC. Note: An applicant having third division in academic career shall not be eligible. However, such applicant having PhD in the relevant field and has not more than one third division in the entire academic shall be eligible for the post.
Computer Science/ Information Technology = 04	Age Limit: 21-35 Years Qualification/Experience: MS or M.Phil. (First Division) in Engineering or Information Technology or Computing or equivalent qualification from an Institute or a University recognized by the HEC. Note: An applicant having third division in academic career shall not be eligible.
Fine Arts = 02	Age Limit: 21-35 Years Qualification: BFA or B.Des. (Four Years) (First Division) or equivalent qualification from an Institute or a University recognized by the HEC. Note: The applicant having third division in the academic career shall not be eligible.

NON-TEACHING POSTS (Regular)	
Subjects/No. of Post	Criteria
Treasurer (BS-20) = 01 (03 Years Contract)	Age Limit: 35-50 Years PhD in Finance or Commerce or Accounting or Auditing or Economics from an institute or university recognized by HEC; and eight years post qualification relevant experience. OR MS or M.Phil. (2 nd division) in Finance or Commerce or Accounting or Auditing or Economics or equivalent qualification from an institute or a university recognized by the HEC; and ten years post qualification relevant experience. OR MBA in Finance or M.Com or ACCA or ACMA or M.Sc. in Economics (2 nd division) or equivalent qualification from an institute or a university recognized by the HEC; and twelve years' post-qualification relevant experience.
Additional Librarian (BS-19) = 01	Age Limit: 35-50 Years MS or M.Phil. (2 nd division) in Library and Information Science or Information Sciences or Information Management or equivalent qualification from an institute or university recognized by HEC; and eight years' post qualification relevant experience. OR MA or M.Sc. or BS (2 nd division) in Library and Information Science or Information Sciences or Information Management or equivalent qualification from an institute or university recognized by HEC; and ten years' post qualification relevant experience.
Chief Security Officer (BS-19) (Contract) = 01	Retired Commissioned Officer not below the rank of Major or equivalent from the Forces; and two years are not passed after retirement; and not retired on medical or disciplinary grounds.
Deputy Director (Information Technology Services) (BS-18) = 01	Age Limit: 25-45 Years MS or M.Phil. (2 nd division) in Computer Sciences or Information Technology or Telecommunication System or equivalent qualification from an institute or a university recognized by the HEC; and three years post qualification relevant experience. OR MA or M.Sc. or BS (2 nd division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or a university recognized by the HEC; and five years post qualification relevant experience.
Assistant Director Legal Matters (BS-17) = 01	Age Limit: 21-35 Years LL.B (2 nd division) from an institute or university recognized by Higher Education Commission.
Assistant Director (Planning and Development) (BS-17) = 01	Age Limit: 21-35 Years MA or M.Sc. or BS (2 nd division) in Economics or Engineering or Management Sciences or equivalent qualification from an institute or a university recognized by the Higher Education Commission.

NON-TEACHING POSTS (Regular)	
Subjects/No. of Post	Criteria
Assistant Director (Research, Innovation & Commercialization) (ORIC) (BS-17) = 01	Age Limit: 21-35 Years MA or M.Sc. or BS (2 nd division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
Assistant Director Sports (Female) (BS-17) = 01	Age Limit: 21-35 Years Master's degree or BS (2 nd division) in Physical Education or Sports Sciences or equivalent qualification from an Institute or a university recognized by the Higher Education Commission.
Assistant Controller of Examinations (BS-17) = 01	Age Limit: 21-35 Years MA or M.Sc. or BS (2 nd division) in any discipline or equivalent qualification from an institute or a university recognized by the HEC.
Assistant Registrar (BS-17) = 01	Age Limit: 21-35 Years MA or M.Sc. or MBA or M.Com. or MCS or ACMA or ACCA or BS (2 nd division) or equivalent qualifications from an institute or a university recognized by the HEC.
Assistant Treasurer (BS-17) = 01	Age Limit: 21-35 Years MBA or M.Com. or ACMA or ACCA or M.Sc. in Economics (2 nd division) or equivalent qualification from an institute or a university recognized by HEC.
Computer Programmer (BS-17) = 01	Age Limit: 21-35 Years Master's degree or BS (2 nd division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
Medical Officer (Female) (BS-17) = 01	Age Limit: 21-35 Years MBBS (1 st Division) from a University recognized by HEC; and registered with Pakistan Medical Commission; and one year House Job.
Network Administrator (BS-17) = 01	Age Limit: 21-35 Years Master's degree or BS (2 nd division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
Personal Secretary (BS-17) = 01	Age Limit: 21-35 Years MA or M.Sc. or BS (2 nd division) or equivalent qualifications from an institute or a university recognized by the HEC; and fifty words per minute typing speed on computer in English; and hundred words per minutes short hand speed.
Transport Officer (BS-17) = 01	Age Limit: 21-35 Years MA or M.Sc. or BS (2 nd division) in any discipline or equivalent qualifications from an institute or a university recognized by the HEC; and Two years' relevant experience.

NON-TEACHING POSTS (Regular)	
Subjects/ No. of Post/s	Criteria
Assistant (BS-16) = 02	Age Limit: 21-35 Years Master's degree or BS (2 nd division) or equivalent qualifications from an institute or a university recognized by the HEC; and five years' post qualification experience of Microsoft Office.
Assistant Computer Programmer (BS-16) = 01	Age Limit: 21-35 Years MCS or MIT or MTS (2 nd division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission; OR B.Sc. (2 nd division) with Computer Science or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and four years' post qualification relevant experience.
Personal Assistant (BS-16) = 01	Age Limit: 21-35 Years Master's degree or BS (2 nd division) in English or Management Science or Computer Sciences or Sociology or Public Administration or equivalent qualification from an institute or a university recognized by the HEC; and five years' post qualification relevant experience.
Security Officer (BS-16) = 02	Age Limit: 30-45 Years Ex-service man not below the rank of Subedar Major or equivalent rank from Forces; and not retired on medical or disciplinary grounds. OR Ex-service man not below the rank of Subedar or equivalent rank from Forces; and not retired on medical or disciplinary grounds; and two years' experience as assistant security officer.
Computer Operator (BS-15) = 03	Age Limit: 18-30 Years Bachelor's degree (2 nd division) or equivalent qualifications from an institute or a university recognized by the HEC; and three months computer training course or diploma in MS office from a Technical Education and Vocational Training Authority or any other recognized institute; and forty words per minute typing speed on computer in English. OR BCS (2 nd division) or equivalent qualifications from an institute or a university recognized by the HEC; and forty words per minute typing speed on computer in English.
Hardware Technician (BS-15) = 01	Age Limit: 21-35 Years Bachelors' degree (2 nd division) with post graduate diploma in Computer Sciences from an institute or a university recognized by the HEC; and two years' post qualification relevant experience. OR Bachelors' degree (2 nd division) with PGD in Computer Hardware or equivalent qualification from an institute or a university recognized by the HEC; and two years' post qualification relevant experience.
Library Assistant (BS-14) = 01	Age Limit: 18-30 Years Bachelors' degree (2 nd division) with Library Science or equivalent qualification from an institute or a university recognized by the HEC; and three years post qualification relevant experience. OR Higher Secondary School Certificate (2 nd division) from a recognized board; Certificate in Library Science with five years post qualification relevant experience; and knowledge of computer.
CCTV Technician (BS-11) = 01	Age Limit: 18-30 Years Higher Secondary School Certificate (2 nd division) from a recognized Board; and diploma in relevant field from a recognized institute.
Electrician (BS-11) = 01	Age Limit: 18-30 Years Higher Secondary School Certificate (2 nd division) from a recognized Board; and DAE 3 years in electrical or equivalent qualification from a recognized institute and two years post qualification relevant experience.
Lab Technician (BS-11) = 02	Age Limit: 18-30 Years Higher Secondary School Certificate (2 nd division) from a recognized Board; and Diploma in relevant field from a recognized institute.

NON-TEACHING POSTS (Regular)	
Subjects/ No. of Post/s	Criteria
Junior Clerk (BS-11) = 09	Age Limit: 18-30 Years Higher Secondary School Certificate (2 nd division) from a recognized Board; and twenty-five words per minute typing speed on computer in English; and proficient in M.S. office or any other compatible office application.
Cameraman (BS-09) = 01	Age Limit: 18-30 Years Secondary School Certificate (2 nd division) from a recognized Board; and five years' post qualification experience of photography and video recording.
Security Guard (BS-05) = 12	Age Limit: 18-30 Years Ex-service man not below the rank of L/Naik or equivalent rank from Forces; and not retired on medical or disciplinary grounds; experience in security matters; and two years are not passed after retirement. OR Higher Secondary School Certificate (2 nd division) or equivalent qualification from a recognized Board; and height = 5 feet 6 inch.
Security Guard (Female) (BS-05) = 04	Age Limit: 18-30 Years Gender: Female Higher Secondary School Certificate (2 nd division) or equivalent qualification from a recognized Board; and height = 5 feet 2 inch.
Cook (BS-05) = 01	Age Limit: 18-30 Years Secondary School Certificate (2 nd division) or equivalent qualification from a recognized Board; and two years' post qualification relevant experience.
Plumber (BS-04) = 01	Age Limit: 18-30 Years Secondary School Certificate (2 nd division) or equivalent qualification from a recognized Board; and Diploma in the relevant field from a recognized institute.
Driver (LTV) (BS-04) = 03	Age Limit: 21-35 Years Secondary School Certificate (2 nd division) or equivalent qualification from a recognized Board; and Valid Light Transport Vehicle License and Public Service vehicle driving license; and five years' post qualification driving experience.
Bus Driver (BS-04) = 12	Age Limit: 30-45 Years Secondary School Certificate (2 nd division) or equivalent qualification from a recognized Board; and Valid Heavy Transport Vehicle License and Public Service vehicle driving license; and five years' post qualification driving experience.
Head Mali (BS-02) = 02	Age Limit: 18-30 Years Secondary School Certificate (2 nd division) or equivalent qualification from a recognized Board; and three years' post qualification relevant experience.
Naib Qasid (BS-01) = 11	Age Limit: 18-25 Years Secondary School Certificate (2 nd division) or equivalent qualification from a recognized Board.
Helper (Mason) (BS-01) = 01	Age Limit: 18-25 Years Literate.
Helper (Electrician) (BS-01) = 01	Age Limit: 18-25 Years Literate.
Mali (BS-01) = 05	Age Limit: 18-25 Years Literate.
Bus Conductor (BS-01) = 03	Age Limit: 18-25 Years Literate.
Sweeper (BS-01) = 17	Age Limit: 18-25 Years Literate.

MANDATORY INSTRUCTIONS FOR TEACHING & NON-TEACHING POSTS

- For detail instructions regarding teaching posts please visit the website on www.gcwus.edu.pk.
- Candidates applying against BS-20 are required to submit online application form on <https://jobs.gcwus.com/>, must submit five (05) hard copies of Online Application Form (duly signed) along with updated one page CV, attested copies of degrees/certificates/testimonials/experience letters, recent passport size photograph, CNIC and domicile for all posts HEC recognized degrees (if required) are acceptable. No form will be considered without proper degrees/certificates and experience letters.
- Candidates applying against BS-05 to BS-19 are required to submit online application form on <https://jobs.gcwus.com/>, submit three (03) hard copies of Online Application Form (duly signed) along with updated one page CV, attested copies of degrees/certificates/testimonials/experience letters, recent passport size photograph, CNIC and domicile for all posts HEC recognized degrees (if required) are acceptable. No form will be considered without proper degrees/certificates and experience letters.
- Candidates applying against BS-04 & below are required to submit three (03) hard copies (duly signed) Urdu translated application form available in downloads section on www.gcwus.edu.pk along with updated one page CV, attested copies of degrees/certificates/testimonials/experience letters, recent passport size photograph, CNIC and domicile for all posts HEC recognized degrees (if required) are acceptable. No form will be considered without proper degrees/certificates and experience letters. Urdu translated application forms are also available at University reception.
- Quota Policy will be applicable according to the rules of Government of Punjab.
- Applicants with Disability are exempted from provision of pay online challan form.
- General age relaxation shall be given as per Government of Punjab policy on request of the candidate.
- The candidates are required to affix the original deposit slip of the online challan form amounting to Rs. 3000/- for (BS-18, BS-19 & BS-20), Rs.2000/- for (BS-16 & BS-17), Rs.500/- for (BS-05 to BS-15) as processing fee (non-refundable for each vacancy) and for (BS-04 & below no deposit slip required). Application forms received without original deposit slip of online challan form and prescribed amount shall be rejected.
- Only shortlisted candidates will be called for interview and no TA/DA will be paid for test/interview.
- In case the Candidate is a Government Servant, a Departmental Permission Certificate/ NOC issued by the Competent Authority of the concerned Department is required to be produced along with hard copy of application form. Any application without Departmental Permission Certificate/ NOC shall be rejected.
- Must provide the No Audit/ No Demand/ No Inquiry pending certificate from current organization / institution, and from previous employer / organization (if currently left the previous job).
- If the candidate who has applied after taking NOC from his/her parent department/ Institution/ University and got selected in any other department/ Institution/ University during the process of selection, he/she would be required to send immediately an NOC from the new employer, failing which the application will be rejected ab-initio.
- Candidates with foreign degrees/ diplomas/ certificates and equivalent of their qualification with the prescribed educational/qualification/s in the relevant field of the post advertised must attach a certificate/ proof of such equivalence of degree/diploma/certificate issued by the competent authority, e.g., Higher Education Commission / PEC / Inter Boards Chairman Committee, etc. In case they fail to submit, their candidature shall be cancelled.
- Experience in private entities shall only be accepted if such entity is registered with SECP, Registrar of Firms of any other regulatory authority/ recognized by Higher Education Commission (HEC).
- The experience gained on Daily Basis, Part Time, Visiting, Honorary/ self-employed and apprentice/ interneer/ research scholar/ research associate/ teaching assistant will not be considered/ counted as experience.
- Candidates applying for more than one positions shall submit separate applications along with all the necessary documents (submit separate deposit slip of the online challan form for each post).
- The age, qualification, experience and other credentials of the candidates prescribed in advertisement should be completed in all respects on or before the Closing Date fixed for such post(s).
- In case any information provided by the candidate in his/her application form is found to be incorrect or false at any stage, he/she will be disqualified and action will be taken under the Rules.
- Name of the post applied for must be written on the top right corner of the envelope.
- The University is not responsible for delays in receiving jobs applications from the applicants, calls letters for interview or offer appointment letters etc. due to courier's lapses.
- Incomplete/unsigned applications shall not be entertained.
- Applications will NOT be processed if:
 - Both online and hard copies are not submitted by due date.
 - Documents are incomplete.
 - Fee is not submitted.

23. The University reserves the right to increase/decrease the number of advertised posts or withdraw or cancel or not to fulfil the advertised posts without assigning any reason.
24. Dismissed/terminated from the service or penalized contrary to the service (s) by any of the University/Government Department/Autonomous body and semi government are not eligible for aforementioned posts.
25. The hiring process is subject to the approval of the Competent Authority.
26. The closing date for submission of Associate Professor online applications is 12.01.2026, and five (05) sets of printed online application in hard form along with all attached documents must be submitted on 14.01.2026 (within office hours) in person or via courier.
27. The closing date for submission of Assistant Professor, Lecturer and Non-teaching posts online applications is 29-12-2025, and three (03) sets of printed online application in hard form along-with all attached documents and dossier must be submitted on 31-12-2025 (within office hours) in person or via courier.
28. Please contact to the Support Center through email support@gcwus.edu.pk for any query regarding online application form at the portal www.gcwus.edu.pk, and for any query contact the HR section through email at hr@gcwus.edu.pk.
29. Errors and omissions are excepted.

REGISTRAR

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