



# GC WOMEN UNIVERSITY SIAKOT

## ADVERTISEMENT

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

### ADMINISTRATIVE POSTS

<b>Director ORIC BS-20</b>	<b>Age Limit: Up to 55 Gender: Male/Female</b> <b>Qualification/Experience:</b> Ph.D in Basic Sciences/Engineering and Information Technology/Management Sciences with 10 Years academic / research experience in a National/International Organization. Must have strong ties with local government, business/industry, entrepreneurs, Universities and social communities. Proven leadership experience in managing and growing non-profit Organization.
<b>Manager ORIC BS-19</b>	<b>Age Limit: Up to 63 Gender: Male/Female</b> <b>Qualification/Experience:</b> MS/M.Phil or equivalent degree from HEC recognized University or Institution with 07 years' experience in a National/International Organization. (Retired persons can also apply for this post.)
<b>Additional Registrar BS-19</b>	<b>Age Limit: Up to 45 Gender: Male/Female</b> <b>Qualification/Experience:</b> Masters or equivalent degree at least 2 <sup>nd</sup> division from HEC recognized University/Institution and 08 years' teaching / administrative or professional experience in University/ Govt. /Autonomous body/Post Graduate Institution or in a National/International Organization. Preference shall be given to the candidate who has the experience in the relevant field.
<b>Additional Treasurer BS-19</b>	<b>Age Limit: Up to 45 Gender: Male/Female</b> <b>Qualification/Experience:</b> CA / A.C.M.A, MBA (Finance / Accounts), M.Com or MA (Economics) at least 2 <sup>nd</sup> division From HEC recognized University / Institution with 08 years' experience in Audit & Accounts in a National/International Organization of repute.
<b>Deputy Director P&amp;D BS-18</b>	<b>Age Limit: Up to 45 Gender: Male/Female</b> <b>Qualification/Experience:</b> Master Degree in Planning & Management Business/ Public Administration/MA Economics with 5 years' experience of planning in a University /Govt. /Autonomous body in BPS 17 or above.
<b>Deputy Registrar BS-18</b>	<b>Age Limit: Up to 35 Gender: Male/Female</b> <b>Qualification/Experience:</b> Masters or equivalent degree at least 2 <sup>nd</sup> division from HEC recognized University/Institution with 05 years relevant experience.
<b>Data Analyst BS-17</b>	<b>Age Limit: Up to 35 Gender: Male/Female</b> <b>Qualification/Experience:</b> First class Master degree in any of the Computer Science/IT/Statistics/Engineering or equivalent from HEC recognized institution/university.
<b>PRO BS-17</b>	<b>Age Limit: Up to 40 Gender: Male/Female</b> <b>Qualification/Experience:</b> Master Degree in Journalism or equivalent from a recognized University with at least 3 years' experience in relevant field.
<b>Planning Officer BS-17</b>	<b>Age Limit: Up to 35 Gender: Male/Female</b> <b>Qualification/Experience:</b> 16 Years of education from an HEC recognized University / Institution with 03 year experience in relevant field.
<b>Medical Officer BS-17</b>	<b>Age Limit: Up to 35 Gender: Female</b> <b>Qualification/Experience:</b> MBBS duly registered with PMDC, at least one year House job.
<b>Assistant Network Administrator BS-17</b>	<b>Age Limit: Up to 35 Gender: Male/Female</b> <b>Qualification/ Experience:</b> Master degree (16 years) at least 2 <sup>nd</sup> 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.
<b>Webmaster BS-17</b>	<b>Age Limit: Up to 35 Gender: Male/Female</b> <b>Qualification/Experience:</b> Bachelor's degree configuration or Optimization. Computer Science (at least 2 <sup>nd</sup> Division) from an HEC recognized University / Institution. Should have knowledge of Graphic tools, Experience of web Technologies including ASP/PHP/CGI/VB Script/JSP/DHTML/IIIS. Database integration experience for MySQL, MS-Access, MS-SQL Server, Oracle, etc. Open Source Software Development or Configuration or Optimization.
<b>Administrative Officer BS-17</b>	<b>Age Limit: Up to 45 Gender: Male/Female</b> <b>Qualification/Experience:</b> Master degree (16 years) at least 2 <sup>nd</sup> division from HEC recognized University/Institution with some relevant experience OR Graduate with minimum 10 years experience in the office of administration.
<b>Nurse BS-14</b>	<b>Age Limit: Up to 35 Gender: Female</b> <b>Qualification/Experience:</b> BSc Nursing from recognized institution and valid license from Pakistan Nursing Council. OR Diploma in General Nursing from a recognized institution and valid license from Pakistan Nursing Council. 2 years' relevant experience will be preferred.
<b>Junior Clerk BS-11</b>	<b>Age Limit: Up to 35 Gender: Male/Female</b> <b>Qualification/ Experience:</b> Intermediate (minimum 2 <sup>nd</sup> division) with typing speed in english 35 w.p.m and knowledge of MS Office.

### ACADEMIC POSTS

<b>PROFESSOR ( Male/Female)</b> <b>As per HEC relevant Criteria. Package BS-21/TTS</b>	
<b>Subject</b>	
Business Administration	Physics
Computer Science/ Information Technology	Political Science
Fine Arts	Statistics
Islamic Studies	Zoology
Mathematics	
Psychology (Clinical/Applied)	
<b>ASSOCIATE PROFESSOR (Male/Female)</b> <b>As per HEC relevant Criteria. Package BS-20 /TTS</b>	
<b>Subject</b>	
Business Administration	Political Science
Computer Science/ Information Technology	Sociology
Environmental Science	Statistics
Fine Arts	
Mathematics	
Psychology (Clinical/Applied)	
<b>ASSISTANT PROFESSOR (Preferably Female)</b> <b>As per HEC relevant Criteria. Package BS-19 /TTS</b>	
<b>Subject</b>	
Arabic	Sociology
Chemistry	Statistics
Computer Science/ Information Technology	
Economics	
Environmental Science	
Fine Arts	
Mathematics	
Psychology (Clinical/Applied)	
<b>Lecturer (only Female)</b> <b>As per HEC relevant Criteria. Package BS-18</b>	
<b>Subject</b>	
Computer Science/ Information Technology	Fine Arts

### INSTRUCTIONS

- The applicants are required to submit a draft/ pay order of Rs. 1500 for (BS-19 & above), Rs. 1000 for (BS-17 & BS-18) and Rs.800 for (BS-16 & below) in favour of Treasurer GC Women University, Sialkot.
- The application forms are available on University website ([www.gcwus.edu.pk](http://www.gcwus.edu.pk)) as well as in the office of the Registrar.
- The applications only on prescribed forms alongwith brief updated CV, attested copies of the Degrees & detail Marks Certificates, Experience Certificates, C.N.I.C copy and three recent passport size photographs will be entertained.
- The applicants are requested to provide photocopies of duly attested/Verified Certificates/Degrees from concerned Boards/Universities/ HEC.
- The Candidates applying for the teaching posts on (BS/TTS) are required to submit separate prescribed form (in triplicate).
- The Candidate should mention the date of Notifications/Result and time period of degree in the relevant column.
- The Candidates applying for more then one post should submit separate application forms & draft for every post applied.
- Only those male candidates can apply for the post of Assistant Professor & above who possess Ph.D degree.
- Applicants already working in Govt. /Semi Govt. /Autonomous bodies should apply through proper channel.
- Only Short listed candidates will be called for test/Interview. No TA/DA will be admissible for Test/ Interview.
- Age relaxation will be given in exceptional cases.
- Applicants against whom any inquiry is pending or in litigation with their parent institution or any Government institution or agency are not eligible to apply.
- The applications on prescribed form (Complete in all respects) should reach within time to the office of the Registrar, GC Women University Sialkot.
- The University reserves the rights not to fill / withdraw any post / withhold the appointment against any advertisement without assigning any reason.
- Last date for submission of applications is **15.11.2017**.
- For further information please visit our website. [www.gcwus.edu.pk](http://www.gcwus.edu.pk)

### REGISTRAR

**GC WOMEN UNIVERSITY, SIAKOT**  
Katchery Road, Sialkot. Tel: 052-9250170