

# GOVT. COLLEGE WOMEN UNIVERSITY FAISALABAD



## NON TEACHING POSITIONS

Applications are invited from eligible Pakistani Nationals for the following temporary (likely to become permanent) positions at Government College Women University Faisalabad with given pay scale plus usual allowance as permissible under the rules and on pay package as per HEC Policy. The candidates must meet the qualification / experience as per details given below

Sr. No.	Position	Age limit	No. of Posts	Criteria
1.	Assistant Computer Programmer (BS-16)	21-35	02	MCS or MIT or MTS (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission. OR (i) B.Sc. (second division) with Computer Science or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) four years post qualification relevant experience
2.	Assistant (BS-16)	21-35	15	(i) Masters' degree or BS (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) five years post qualification experience of Microsoft office.
3.	Nurse (BS-16)	21-35	01	BS Nursing (second division) or three years diploma in nursing from an institute or a university recognized by the Higher Education Commission.
4.	Library Assistant (BS-14)	21-30	02	(i) Bachelor's degree (second division) with Library Science or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) three years post qualification relevant experience. OR (i) Higher Secondary School Certificate (second division) from a recognized Board; (ii) certificate in Library Science (iii) five years post qualification relevant experience; and (iv) knowledge of computer
5.	Graphic Designer (BS-14)	21-35	01	M.A (second division) in Graphic Design or BFA (second division) in Graphic Design or equivalent qualification from an institute or a university recognized by the Higher Education Commission. OR (i) Diploma in Graphic and Printing or equivalent qualification from a recognized institute; and (ii) three years post qualification relevant experience.
6.	Instrument Repairer (BS-13)	18-30	01	(i) DAE (three years) in Electronics or Instrumentation or Electrical or Mechanical from Board of Technical Education or any recognized institution; and (ii) three years post qualification relevant experience of installation and repair of instruments or equipment.
7.	Library Clerk (BS-11)	18-30	01	Bachelors' degree (second division) with Library Science or equivalent qualification from an institute or a university recognized by the Higher Education Commission. OR (i) Higher Secondary School Certificate (second division) from a recognized Board; (ii) thirty-five words per minute typing speed in English on computer; and (iii) three years post qualification relevant experience.
8.	Store Keeper (BS-11)	18-30	01	(i) Higher Secondary School Certificate (second division) from a recognized Board; and (ii) twenty-five words per minute typing speed on computer in English.
9.	Cameraman (BS-09)	18-30	01	(i) Secondary School Certificate (second division) from a recognized Board; (ii) five years post qualification relevant experience of photography and video recording.
10.	AC & Refrigerator Mechanic (BS-09)	18-30	01	(i) Secondary School Certificate (second division) from a recognized Board; (ii) six months diploma or certificate in electrical work; and (iii) five years post qualification relevant experience
11.	Library Attendant (BS-05)	18-30	01	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) certificate in Library Science
12.	Cook (BS-05)	18-30	02	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and

				(ii) two years post qualification relevant experience.
13.	<b>Security Guard (BS-05)</b>	<b>18-30</b>	<b>08</b>	(i) Ex-service man not below the rank of L/Naik or equivalent rank from Forces; (ii) not retired on medical or disciplinary grounds; (iii) experience in security matters; and (iv) two years are not passed after retirement.  <b>OR</b> (i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) height = 5' 6"
14.	<b>Security Guard (Female) (BS-05)</b>	<b>18-30</b>	<b>02</b>	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) height = 5' 2"
15.	<b>Bus Driver (BS-04)</b>	<b>30-45</b>	<b>02</b>	(i) Middle or equivalent qualification from a recognized Board; (ii) valid Heavy Transport Vehicle license and Public Service Vehicle driving license; and (iii) five years post qualification driving experience.
16.	<b>Driver (LTV) (BS-04)</b>	<b>21-35</b>	<b>03</b>	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) valid Light Transport Vehicle license and Public Service Vehicle driving license; and (iii) five years post qualification driving experience.
17.	<b>Junior Lab Attendant (BS-01)</b>	<b>18-25</b>	<b>10</b>	Secondary School Certificate (second division) with Science from a recognized Board.
18.	<b>Naib Qasid (BS-01)</b>	<b>18-25</b>	<b>06</b>	Secondary School Certificate (second division) or equivalent qualification from a recognized Board.
19.	<b>Bus Conductor (BS-01)</b>	<b>18-25</b>	<b>04</b>	Literate
20.	<b>Child Attendant (Female) (BS-01)</b>	<b>18-25</b>	<b>08</b>	Literate
21.	<b>Sanitary Worker (BS-01)</b>	<b>18-25</b>	<b>05</b>	Middle/Literate
22.	<b>Mali (BS-01)</b>	<b>18-25</b>	<b>04</b>	Literate

### **INSTRUCTIONS:**

1. The candidates applying against Sr. No. 01, 02, 03, 04, 05, 06, 07, 08, 09 & 10 are required to apply through prescribed online Application form available on the website of the University (<http://www.gcwuf.edu.pk>). After submission of online application get it printed and submit printed three hard copied alongwith attested copied of all required relevant documents and Bank Deposit Slips.
2. Candidates applying against Sr. No. 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21 & 22 are required to submit three hard copies (duly signed) of application form available in download section on ([www.gcwuf.edu.pk](http://www.gcwuf.edu.pk)). Application forms are also available at university reception.
3. All applicants are required to submit three hard copies of application forms along with updated CV, attested copies of HEC recognized degrees, DMCs, I.D. card, result cards, certificates, testimonials, photograph (1x1), experience certificate (if applicable) & NOC (from existing job, if any), request for age relaxation (if required) as per service statutes of the University.
4. The applicant having Degree of BS, M.Phil must be submit the HEC attested copy of their original documents.
5. Application forms should be submitted with fee deposit slip in favor of **Government College Women University, Faisalabad, NBP (0559) Fee collection Account No. 3003311185** as per following rates:

<b>BS-06 To BS-16</b>	<b>BS-01 To BS-05</b>
Rs. 1000/-	Rs. 500/-

**Note: Disable candidates are exempted from above mentioned processing fee.**

6. The candidates from abroad will follow the same procedure for applying except the value of their demand draft will be US \$ 50/-
7. Printout of application form, duly filled in online must be submitted, along with above mentioned documents.
8. Incomplete or applications received after due date will not be entertained.
9. The candidates applying for more than one post shall submit separate Job Application Forms with necessary documents, complete in all respects. (WITH SEPARATE PROCESSING FEE FOR EACH POST).
10. The candidates already in Service (Government or Semi-Government) must apply through proper channel by the due date.
11. Experience certificates, duly issued by the Registrar/HR Department of the Institute shall be acceptable. No advantage, whatsoever, would be given if Experience Certificates are not attached. No advantage for incomplete certificate will be given.
12. The application and documents showing age, qualification, experience and other credentials of the candidates prescribed in advertisement should be completed in all respect on or before the closing date fixed for such post(s). No separate call / message / email will be sent for the provision of missing document (if any).
13. The Candidates must attach HEC Equivalence Certificate(s), where applicable, otherwise their application would not be entertained/ considered.
14. For each post, separate envelope should be used and the name of the post applied for must be written on the top right corner of the envelope.
15. 3 % quota is reserved for Disabled Persons as per directions of Government of the Punjab. If the candidate is disabled, he/she will have to submit a certificate from the Provincial Council for Rehabilitation of Disabled Persons of Social Welfare Department (No other certificate will be considered valid). The candidate must fulfill the criteria of the position & suitability of the post. However, the disabled persons are exempted from the condition of demand draft.
16. For minorities (Non-Muslims), 2 % quota is reserved as per directions of Government of the Punjab.
17. Candidates applying on any Quota must mention the quota against which he or she is applying for (Evidence must be attached).
18. Only short listed candidates will be called for interview and short listing of the candidates shall be made in accordance with the procedure laid down by the University (No objection/claim in this regard by the candidate will be entertained).
19. Age relaxation in upper age limit upto five years (05) years for male candidates and upto eight years (08) for female candidates as per Government of the Punjab Notification # SORI(S&GAD)9-36/81 dated 08<sup>th</sup> August, 2016 and as per approved service statutes of GCWUF.
20. The eligible candidates may be asked to appear for scrutiny test if required and test date and time will be communicated on university website and on provided contact information of the candidate.
21. The University reserves the right:
  - i. to increase or decrease the seats as per availability of sectioned position by the Competent Authority and University requirements.
  - ii. not to fill any vacancy without assigning any reason thereof or consider a person for appointment in a lower cadre against the post advertised.
  - iii. to appoint any person in either Main Campus or New Campus.
22. The University is not responsible if call letters/emails/messages about test and interview schedule is ignored by the candidates or letters are delayed or not received due to any lapse of Courier Agency/Post Office/Telephonic message. No TA/DA would be admissible when called for interview or test.
23. In case, any information provided by the candidate in her / his application form is found to be incorrect / false at any stage, she / he will be disqualified and action will be taken under rules.
24. The University reserves the right not to consider any application or fill any post without giving any reason.
25. Existing employee of Government College Women University Faisalabad can apply for both regular posts.
26. No application will be entertained after due date and time. Duly signed complete applications

along with verified certificates degrees/transcript experience certificates and NOC (if applicable) must reach the following address:

**Recruitment Branch, Government College Women University Faisalabad, Madina Town (Admin Block First Floor) by courier, registered post or by hand not later than 13-06-2024. However, the portal will be closed at 12.00 p.m. on the last date.**

**(Registrar)**

Government College Women University,  
Faisalabad, 041-9220065