Career Opportunities for Highly
Competent & Committed Professionals

GOVT. COLLEGE WOMEN UNIVERSITY FAISALABAD

NON-TEACHING POSITIONS

Applications are invited from Pakistani nationals (female/male) with a domicile of Punjab (not married to foreign nationals) for the following Regular positions at the Government College Women University Faisalabad. These positions include the specified pay scale and usual allowances as permissible under the University's 'Appointment, Terms and Conditions of Service'.

MAKE SURE TO READ AND FOLLOW ALL THE INSTRUCTIONS CAREFULLY

BS-17 & Above			
Sr. No.	**Position**	**No. of Posts**	**Criteria**
1.	**Director (Quality Enhancement Cell) (BS-20) Age (40-50)**	**01**	**(i)** PhD in any discipline from an institute or a university recognized by the Higher Education Commission; and **(ii)** eight years post qualification teaching or administrative experience in a Public or Private institute or a university recognized by the Higher Education Commission. **OR** **(i)** MS or M.Phil. (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and **(ii)** Ten years post qualification teaching or administrative experience in Public or Private institute or a university recognized by the Higher Education Commission.
2.	**Additional Registrar (BS-19) Age (35-50)**	**01**	**(i)** MS or M.Phil. (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and **(ii)** Eight years post qualification experience in a Public or Private institute or a university recognized by the Higher Education Commission or Public Sector Organization. **OR** **(i)** Master's 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)** Ten years post qualification experience in a Public or Private institute or a university recognized by the Higher Education Commission or Public Sector Organization.
3.	**Additional Treasurer (BS-19) Age (35-50)**	**01**	**(i)** MS or M.Phil. (second division) in Finance or Commerce or Accounting or Auditing or Economics or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and **(ii)** Eight years post qualification relevant experience. **OR** **(i)** MBA in Finance or M. Com or ACCA or ACMA or M.Sc. (second division) in Economics or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and **(ii)** Ten years post qualification relevant experience.
4.	**Additional Controller of Examinations (BS-19) Age (35-50)**	**01**	**(i)** MS or M.Phil. (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and **(ii)** Eight years post qualification experience in a Public or Private institute or a University recognized by the Higher Education Commission or Public Sector Organization. **OR** **(i)** Master's 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)** ten years post qualification experience in a Public or Private institute or a University recognized by the Higher Education Commission or Public Sector Organization.
5.	**Project Director (BS-19) Age (35-50)**	**01**	**(i)** B.Sc. (Second division) in Civil Engineering or equivalent qualification from an institute or university recognized by the Higher Education Commission; and **(ii)** registered with Pakistan Engineering Council; and **(iii)** Twelve years' post qualification relevant experience out of which four years shall be related to management of works.
6.	**Additional Director (Planning and Development) (BS-19) Age (35-50)**	**01**	(i) MS or M.Phil. (second division) in Economics or Engineering or Management Sciences or Social Sciences or equivalent qualification from an institute or university recognized by the Higher Education Commission; and (ii) Eight years post qualification relevant experience. **OR** (i) Master's degree or BS (second division) in Economics or Engineering or Management Sciences or Social Sciences or equivalent qualification from an institute or university recognized by the Higher Education Commission; and (ii) ten years post qualification relevant experience
7.	**Additional Director (Information Technology Services) (BS-19) Age (35-50)**	**01**	(i) MS or M.Phil. (second division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or a university recognized by Higher Education Commission; and (ii) Eight years post qualification relevant experience. **OR** (i) Master's degree or BS (second division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or a university recognized by Higher Education Commission; and (ii) Ten years post qualification relevant experience.
8.	**Deputy Registrar (BS-18) Age (25-45)**	**02**	(i) MS or M.Phil. (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) Three years post qualification teaching or administrative experience in a Public or Private institute or University recognized by the Higher Education Commission or Public Sector Organization. OR (i) Master's 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 teaching or administrative experience in a Public or Private institute or University recognized by the Higher Education Commission or Public Sector Organization.
9.	**Deputy Controller of Examinations (BS-18) Age (25-45)**	**01**	(i) MS or M.Phil. (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) Three years post qualification teaching or administrative experience in a Public or Private institute or a University recognized by the Higher Education Commission or Public Sector Organization. OR (i) Master's 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 teaching or administrative experience in a Public or Private institute or a University recognized by the Higher Education Commission or Public Sector Organization.
10.	**Deputy Treasurer (BS-18) Age (25-45)**	**01**	(i) MS or M.Phil. (second division) in Finance or Commerce or Accounting or Auditing or Economics or equivalent qualification from an institute or university recognized by the Higher Education Commission; and (ii) Three years post qualification relevant experience. OR (i) MBA in Finance or M. Com or ACCA or ACMA or M.Sc. (second division) in Economics or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) Five years post qualification relevant experience.

11.	**Deputy Director Administration & Coordination (BS- 18) Age (25-45)**	**01**	(i) MS or M.Phil. (second division) in any discipline or equivalent qualification from an institute or a university recognized by Higher Education Commission; and (ii) Three years post qualification relevant experience. **OR** (i) Master's degree or BS (second division) in any discipline or equivalent qualification an institute or University recognized by Higher Education Commission; and (ii) Five years post qualification relevant experience.
12.	**Data base Administrator (BS-18) Age (25-45)**	**01**	(i) Master's degree or BS (second division) in Computer Science or Information Technology or equivalent qualification from an institute or University recognized by Higher Education Commission; and (ii) Five years post qualification relevant experience.
13.	**Assistant Registrar (BS-17) Age (21-35)**	**04**	MBA or M.Com. or MCS or ACMA or ACCA or Master's degree or BS (second division) or equivalent qualification from an institute or a university recognized by Higher Education Commission.
14.	**Assistant Controller of Examinations (BS-17) Age (21-35)**	**02**	Master's degree or BS (second division) or equivalent qualification from an institute or a university recognized by Higher Education Commission.
15.	**Assistant Treasurer (BS-17) Age (21-35)**	**02**	MBA or M.Com. or ACMA or ACCA or M.Sc. (second division) in Economics or equivalent qualification from an institute or a university recognized by Higher Education Commission.
16.	**Assistant Director Legal Matters (BS-17) Age (21-35)**	**01**	LLB (second division) or equivalent qualification from an institute or a university recognized by Higher Education Commission.
17.	**Assistant Director (Planning and Development) (BS-17) Age (21-35)**	**01**	Master's degree or BS (second division) in Economics or Engineering or Management Sciences or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
18.	**Assistant Director (Information Technology Services) (BS-17) Age (21-35)**	**01**	Master's degree or BS (second division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or a university recognized by Higher Education Commission.
19.	**Assistant Director (Quality Enhancement Cell) (BS-17) Age (21-35)**	**01**	Master's degree or BS (second division) in Social Sciences or Sciences or Management Sciences or equivalent qualification from an institute or a university recognized by Higher Education Commission.
20.	**Computer Programmer (BS-17) Age (21-35)**	**02**	Master's degree or BS (second division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or a university recognized by Higher Education Commission.
21.	**Assistant Engineer (Civil) (BS-17) Age (21-35)**	**01**	(i) B.Sc. (Second division) in Civil Engineering or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) Registered with Pakistan Engineering Council as Engineer in Civil.
22.	**Assistant Director (Purchase & Store) (BS-17) Age (21-35)**	**02**	MBA or M.Com. or ACMA or ACCA or M.Sc. (second division) in Economics or equivalent qualification an institute or a university recognized by Higher Education Commission.
23.	**Assistant Director Sports (Only Female) (BS-17) Age (21-35)**	**01**	Master's degree or BS (second division) in Physical Education or Sports Sciences or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
24.	**Medical Officer (Only Female) (BS-17) Age (21-35)**	**01**	(i) MBBS (First Division) from an institute or a university recognized by the Higher Education Commission. (ii) registered with Pakistan Medical Commission; and (iii) one year house Job experience.
25.	**Transport Officer (BS-17) Age (21-35)**	**01**	(i) Master's degree or BS (second division) or equivalent qualification from an institute or a university recognized by Higher Education Commission.

			(ii) two years post qualification relevant experience.
26.	**Security Officer (BS-17) Age (21-35)**	**01**	Bachelor's degree (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission. **OR** (i) Retired commissioned officer or of equivalent rank from the forces. (ii) Not retired on medical or disciplinary grounds; and (iii) Two years after retirement are not passed.
27.	**Horticulture Officer (BS-17) Age (21-35)**	**01**	M.Sc. (second division) in Botany or Horticulture or Forestry or equivalent qualification from an institute or a university recognized by the Higher Education Commission. **OR** (i) B.Sc. (second division) in Botany or Horticulture or Forestry or equivalent qualification from an institute or a university recognized by the Higher Education Commission (ii) Two years post qualification relevant experience.
28.	**Estate Officer (BS-17) Age (21-35)**	**01**	(i) Master's degree or BS (second division) or equivalent qualification from an institute or University recognized by Higher Education Commission. (ii) Two years post qualification relevant experience.
BS-01 to BS-16			
29.	**Senior Computer Operator (BS-16) Age (21-35)**	**01**	(i) Master's degree or BS (second division) in Computer Science or Software Engineering or Information Technology 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 or web development or graphic designing or data processing.
30.	**Nurse (BS-16) Age (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.
31.	**Sports Supervisor (BS-14) Age (21-30)**	**01**	(i) Bachelor's degree or BS (second division) with Physical Education or equivalent qualification from an Institute or a university recognized by the Higher Education Commission. (ii) Five years post qualification experience of coaching.
32.	**Store Keeper (BS-11) Age (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.
33.	**Electrician (BS-11) Age (18-30)**	**01**	(i) Higher Secondary School Certificate (second division) from a recognized Board; (ii) DAE three years in Electrical or equivalent qualification from a recognized institute; and (iii) Two years post qualification relevant experience
34.	**Security Guard (BS-05) Age (18-30)**	**15**	(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. **OR** (i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) height = 5' 6"
35.	**Security Guard (Female) (BS-05) Age (18-30)**	**03**	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board, and (ii) height = 5' 2"
36.	**Driver (LTV) (BS-04) Age (21-35)**	**02**	(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.

37.	**Bus Driver (BS-04) Age (30-45)**	**02**	(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.
38.	**Plumber (BS-04) Age (18-30)**	**01**	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Diploma in the relevant field from a recognized institute.
39.	**Naib Qasid (BS-01) Age (18-25)**	**10**	Secondary School Certificate (second division) or equivalent qualification from a recognized Board.
40.	**Bus Conductor (BS-01) Age (18-25)**	**03**	Literate
41.	**Child Attendant (Female) (BS-01) Age (18-25)**	**02**	Literate
42.	**Helper Plumber (BS-01) Age (18-25)**	**01**	Literate
43.	**Mali (BS-01) Age (18-25)**	**10**	Literate
44.	**Sanitary Worker (BS-01) Age (18-25)**	**10**	Middle / Literate

INSTRUCTIONS:

1. The candidates applying against posts BS-14 and above are required to apply through the prescribed online Application Form available on university website https://gcwuf.edu.pk/career.php after submission of the online application, get it printed and submit three hard copies along with attested copies of all the required relevant documents and Bank Deposit Slips, following all other instructions.
2. The candidates applying against the posts below BS-14 are required to only submit three hard copies of the application form available on the https://gcwuf.edu.pk/downloads.php with their signatures.
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), otherwise their applications will not be entertained/ considered. **Incomplete applications or applications received after the due date will not be entertained.**
4. Application forms MUST be submitted with a fee deposit slip in favor of Government College Women University, Faisalabad, NBP (0559) Fee collection Account No. 3003311185 as per the following rates:

BS-20	BS-18 to BS-19	BS-17	BS-06 To BS-16	BS-01 To BS-05
Rs. 5000/-	**Rs. 4000/-**	**Rs. 3000/-**	**1500/-**	**700/-**

5. The candidates from abroad will follow the same procedure for applying, except that the value of their demand draft will be US$ 50/-
6. Please note that the candidates applying for more than one post shall submit separate Job Application Forms with necessary documents, complete in all respects (WITH A SEPARATE BANK DEPOSIT SLIP FOR EACH POST).
7. For each post, a separate envelope should be used, and the name of the post applied for must be written on the top right corner of the envelope.
8. The candidates already in Service (Government or Semi-Government) must apply through the proper channel by the due date.
9. Experience certificates, duly issued by the Competent Authority/Registrar/HR department of the institute, shall be acceptable. No advantage, whatsoever, would be given if the

Experience Certificates are not attached. No advantage for an incomplete certificate will be given.

10. The application and documents showing age, qualification, experience, and other credentials of the candidates prescribed in the advertisement should be completed in all respects on or before the closing date fixed for such post(s). No separate call/message/email will be sent for the provision of the missing document (if any).
11. Quota is reserved for disabled persons as per the directions of the Government of the Punjab. If a candidate is disabled, he/she will have to submit a certificate from the Provincial Council for Rehabilitation of Disabled Persons of the Social Welfare Department (No other certificate will be considered valid). The disabled persons are exempted from the condition of a demand draft. However, the candidate must fulfill the criteria of the position & suitability of the post.
12. Minorities are encouraged to apply as the minority quota is also reserved as per the direction of the Government of the Punjab (evidence must be attached).
13. Only short-listed candidates will be called for interview, and the short-listing of the candidates shall be made by the procedure laid down by the University (No objection/claim in this regard by the candidate will be entertained).
14. Age relaxation in the upper age limits up to five (05) years for male candidates and up to eight (08) years for female candidates as per approved Service Statutes of GCWUF, in alignment with Government of the Punjab Notification No. SORI(S&GAD)9-36/81 dated 08th August 2016, requested by the candidate at the time of submission of application will be granted.
15. The eligible candidates may be asked to appear for a screening test by the university, if required. Further, candidates will have to submit a separate fee in case of NTS/OTS etc. The test date and time will be communicated on the university website and on the provided contact information of the candidate.
16. The University reserves the right to increase/decrease or defer the number of positions depending upon the availability of the competent candidate and the needs of the university.
17. The University is not responsible if call letters/emails/messages about the test and interview schedule is ignored by the candidates or letters are delayed or not received due to any lapse of the Courier Agency/Post Office, /Telephonic message.
18. No TA/DA would be admissible when called for interview or test.
19. In case, any information provided by the candidate is found incorrect/false at any stage, she/he will be disqualified, and an action will be taken under the rules.
20. Duly signed and complete applications must reach the following address by 27-08-2025 to be entertained.
21. **No previous application of any candidate against any IPL will be entertained; as per the decision of the Syndicate, only fresh applications will be considered.**
22. **The employees entering the service of the Government College Women University Faisalabad on regular basis shall be governed under the Contributory Provident Fund (CPF) / relevant Applicable Rules.**

Recruitment Branch, Admin Block, Government College Women University Faisalabad, Madina Town, by courier, registered post, or by hand till 4 PM. 27-08-2025 Positively. However, the portal will be closed at noon OR 12:30 PM on the last date.

ALERT! Do Not Get into the Trap of Anyone from inside or outside the University for Getting You a Position through any Unfair Means or Bribery. Report to the Registrar's Office with Evidence If Anyone Makes Such a Claim or Approaches You and Vice-Versa. It may lead to the disqualification of the candidate.

(Registrar)
Government College Women University,
Faisalabad, 041-9220065