

GOVT. COLLEGE WOMEN UNIVERSITY FAISALABAD



NON TEACHING POSITIONS

Applications are invited from highly qualified, accomplished, dynamics and motivated Punjab residents for the following non-teaching posts for appointment on Basic Scale (Regular/ Contract).

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. <p align="center">OR</p> (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.	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. <p align="center">OR</p> (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.
3.	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. <p align="center">OR</p> (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 (iii) five years post qualification relevant experience.
4.	Manager (Intellectual Property / Legal Services) (BS-18) Age (25-45)	01	(i) LLM or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) three years post qualification experience in the relevant field. <p align="center">OR</p> (i) LLB or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) five years post qualification experience in relevant field.
5.	Assistant Director Purchase & Store (BS-17) Age (21-35)	04	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.
6.	Personal Secretary (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) hundred words per minute shorthand speed; and (iii) fifty words per minute typing speed in English on Computer.
7.	Protocol 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; and (ii) Two years post qualification relevant experience.
8.	Assistant Director Student Affairs (BS-17) Age (21-35)	01	Master's degree or BS (second division) or equivalent qualification from an institute or a University recognized by Higher Education Commission.
9.	Assistant Director (Press, Media & Publication) (BS-17) Age (21-35)	01	Master's degree or BS (second division) in Mass Communication or Media Studies or Communication Studies or Journalism or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
10.	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.

11.	Medical Officer (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.
12.	Computer Programmer (BS-17) Age (21-35)	03	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.
13.	Network Supervisor (BS-16) Age (21-35)	01	Masters' degree or BS (second division) in Computer Sciences or information technology or equivalent qualification from an institute or a university recognized by the Higher Education Commission.
14.	Senior Sub Engineer (Civil) (BS-16) Age (21-35)	01	(i) DAE in Civil Engineering from a recognized institute; and (ii) (ii) ten years post qualification relevant experience.
15.	Hardware Technician (BS-15) Age (21-35)	01	Bachelor's degree (second division) in Computer Sciences from an Institute or a university recognized by the Higher Education Commission; OR (i) Bachelor's degree (second division) from an Institute or a university recognized by the Higher Education Commission; (ii) post graduate diploma in computer hardware; and (iii) two years post qualification relevant experience
16.	Graphic Designer (BS-14) Age (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.
17.	Draftsman (BS-13) Age (18-30)	01	(i) Diploma (two years) in Civil Draftsman after Higher Secondary School Certificate with Science from a recognized institute; and (ii) Five years post qualification relevant experience with proficiency in Auto Cad.
18.	Instrument Repairer (BS-13) Age (18-30)	02	(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.
19.	Photo Copier Operator (BS-05) Age (18-30)	01	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) five years post qualification relevant experience.

INSTRUCTIONS:

1. The candidates applying against BS-14 or above are required to apply through prescribed online Application form available on the website of the University (<http://www.gcwuf.edu.pk>).
2. Candidates applying against below BS-14 are required to submit one hard copy (duly signed) of Urdu translated application form available in download section on (www.gcwuf.edu.pk). Urdu translated 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. 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:

BS-20	BS-17 To BS-18	BS-05 To BS-16
Rs. 3000/-	Rs. 2000/-	Rs. 1000/-

5. The candidates from abroad will follow the same procedure for applying except the value of their demand draft will be US \$ 50/-
6. Printout of application form, duly filled in online (BS -14 & above) / must be submitted, along with above mentioned documents.
7. Incomplete or applications received after due date will not be entertained.
8. The Candidates must attach HEC Equivalence Certificate (s), where applicable, otherwise their applications will not be entertained/ considered.

9. The candidates applying for more than one post shall submit separate Job Application Forms with necessary documents, complete in all respects (WITH SEPARATE BANK DEPOSIT SLIP 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 concerned Head(s) of the Institute / Competent Authority must be attached. 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. 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.
14. For disabled persons, 3 % quota is reserved 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.
15. For minorities (Non- Muslims), 2 % quota is reserved as per directions of Government of the Punjab.
16. 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).
17. Age relaxation in upper age limit will be granted (if requested by the candidate) as per approved service statutes of GCWUF.
18. 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.
19. The University reserves the right to increase or decrease the number of positions depending upon availability of the competent candidate and need of the university.
20. The University reserves the rights not to consider any application or fill the post without giving any reason.
21. 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.
22. 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.
23. Existing employee of Government College Women University Faisalabad can apply for both regular posts.
24. 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 due Date: 28-January-2022 4:00 P.M positively. However, the portal will be closed at 12.00 p.m. on the last date.

(Registrar)

Government College Women University,
Faisalabad, 041-9220065