

SITUATIONS VACANT

- 1- Applications are invited from Pakistani Nationals for the following administrative vacant posts on Regular/ Contract basis.
- 2- Minimum and maximum age limit for applicants is 21 to 50 years.
- 3- Female candidates will be preferred.

Name of Post	No. of Post	Qualification / Experience
Registrar (BPS-20) (Tenured post for a period of three years)	1	a) Ph.D in administrative disciplines with 12 years administrative experience. OR b) 2nd division in MBA/MPA/M.Sc./M.A or equivalent degree awarded after 16 years of education from an HEC recognized University /Institution with 18 years administrative experience.
Treasurer (BPS-20) (Tenured post for a period of three years)	1	a) Ph.D in Business Administration/ Commerce or CA with 12 years (Finance/Account/Audit) relevant experience. OR b) ACMA/MBA/M.Com or equivalent with 2nd division degree awarded after 16 years of education from an HEC recognized University/institution with 18 years (Finance/Account/Audit) experience.
Controller of Examinations (BPS-20) (Tenured post for a period of three years)	1	a) Ph.D in Education/Business Administration/Social Sciences with 12 years teaching/ administrative experience. OR b) 2 nd division in MBA/MPA/ M.Sc./M.A. or equivalent degree awarded after 16 Years of Education from an HEC recognized University/ institution with 18 years teaching/ administrative relevant experience.
Deputy Registrar (BPS-18)	1	a) 2 nd division in MBA/MPA/M.Sc./M.A or equivalent degree awarded after 16 years of education from an HEC recognized University /institution. b) 07 years administrative experience.
Deputy Treasurer (BPS-18)	1	a) ACMA/MBA/M.Com or equivalent degree with 2 nd division awarded after 16 years of education from an HEC recognized University/institution. b) 07 years (Finance/Account/Audit) experience.
Deputy Controller of Examinations (BPS-18)	1	a) 2nd division in MBA/MPA/ M.Sc./M.A. or Equivalent Degree awarded after 16 Years of Education from an HEC recognized University/ institution. b) 07 years teaching/administrative relevant experience in a university.
Assistant Registrar (BPS-17)	2	a) 2 nd division in MBA/MPA/M.Sc./M.A or equivalent degree awarded after 16 years of education from an HEC recognized University /institution. b) 03 years relevant administration experience in relevant field in a university or other national/international organization.
Assistant Treasurer (BPS-17)	2	a) ACMA/MBA/M.Com/relevant equivalent (2 nd division) degree awarded after 16 years of education from an HEC recognized University/institution. b) 03 years relevant administration experience in relevant field in a university or other national/international organization.
Assistant Controller of Examinations (BPS-17)	1	a) 2 nd division in MBA/MPA/ M.Sc./M.A. or Equivalent Degree awarded after 16 Years of Education from an HEC recognized University/ institution. b) 03 years relevant administration experience in relevant field in a university or other national/international organization.
Female Medical Officer (BPS-17)	1	a) MBBS from a medical college recognized by PMDC. b) 03 years experience of working in any of government hospital or well reputed private sector hospital.
Female Assistant Warden (BPS-16)	1	a) 2 nd division Bachelor degree in Hospitality Management, Hostel Management. b) 02 years relevant experience in the private or public sector organizations.

How to Apply:

The candidates have to submit 02 complete sets of applications bearing attested copies of degrees, certificates, one photograph for each set and a crossed bank Draft/Challan for BPS-16 worth Rs. 1000 and BPS-17 to 20 worth Rs. 1200/- in favor of the Treasurer, the Govt. Sadiq College Women University, Bahawalpur.

2. Prescribed application forms can be download from the website (www.gscwu.edu.pk).

3. The University reserves the rights:

- i. Not to fill any vacancy without assigning any reason thereof or consider a person for appointment in a lower cadre against the posts advertised.
- ii. To short list the candidates on the basis of academic qualifications/test as may be determined by the university. Only short listed candidates will be called for interview.
- iii. To increase or decrease the number of vacancies as per availability of funds.

4. The Candidates applying for more than one post should submit separate application forms & draft for each post applied.

5. Applicant against whom any inquiry is pending or is in litigation with the parent institution or any Government institution or agency is not eligible to apply.

6. As per Govt. policy 3% Disable Quota and all other Quota(s) will be observed.

7. In-service candidates should apply through proper channel and attach No Objection Certificate (NOC) and service certificates issued by their respective employers; otherwise their applications will not be entertained.

8. Last date for submission of Applications: The applications complete in all respects must reach office of the undersigned latest by **July 27, 2018**. Incomplete applications / received after the due date will not be entertained.



**Registrar, The Govt. Sadiq College Women University Bahawalpur,
Phone: 062-9250517**



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The Government
Sadiq College Women
University Bahawalpur Pakistan

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APPLICATION FORM

(Administrative Positions)

Post Applied for: _____ BPS _____

Disability Quota: Yes No \ Minority Quota: Yes No \ Regular Contract

A. PERSONAL DETAILS

Applicant Name: (as in Matriculation/ O-level Certificate) (in block letters)

Mr/Miss/Mrs.

Father's Name:

CNIC (NADRA) Number: - -

Date of Birth: - - Age:
(dd-----mm-----yyyy) y m d

Occupation: _____ Nationality:

Religion: _____ Gender: Marital Status: _____

Place of Birth: _____ Domicile: _____

Present/Postal Address: _____

Email: _____ Telephone No. _____ Cell No. _____

Permanent Address: _____

Phone (Land Line) No. Cell No.

B. ACADEMIC QUALIFICATION

Name of Degree/ Certificate	Name of Institution/ Board/ University	Year of Passing	Marks / CGPA			Major Subject(s)
			Total Marks	Marks Obtained	% age	
Matriculation/ O' Level						
Intermediate/ A' Level						
Bachelors (Two Years)						
Bachelors (Four Years)						
Masters						
M.Phil/MS						
P.hd						
Any Other						

C. COMPUTER DIPLOMAS/COURSES

Diploma/Course Title	Institute	Period		Duration
		From	To	

D. OTHER COURSES

(Relating to the post applied for)	Course Title	Institute	Period		Duration
			From	To	

E. SERVICE HISTORY (Starting from present position)

Name of Department / Organization	Sector		Post Held	Grade / Scale	Period Served				Reason for Leaving
	Public	Private			From	To	Y	M	

i. Professional Trainings/Courses

Title Institute	Title Course	Duration	
		From	To

F. LANGUAGE PROFICIENCY

Language	Reading			Writing			Speaking		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair

G. REFERENCES

i) _____ ii) _____

H. LIST OF DOCUMENTS ATTACHED

Sr No.	Document Name	No. of Copies
01	Bank Pay Order / Demand Draft/Postal Order	
02	Domicile	
03	CNIC	
04	Matric Certificate	
05	Intermediate Certificate	
06	Graduation Degree	
07	Masters Degree	
08	M.Phil Degree	
09	Ph.D Degree	
10	Certificate of any Other Qualification	
11	Certificate of Computer Literacy	
12	Research Paper(s)	
13	Conference Paper(s)	
14	Experience Certificate(s)	
15	Registration Certificate of Copyright / Trademark / Patent etc.	
16	Society's Membership Certificate	
17	NOC from Employer	
18	Disability Certificate	
19	Training Certificate	

DECLARATION:

- I undertake to abide by the instructions/guidelines and hereby declare that all the information provided is correct to the best of my knowledge. I understand that incorrect information found (if any) would render me ineligible for the post, and University reserves the right to reject/cancel my application/appointment OR sue me in a Court of Law.
Application Date: _____.
- Non-refundable application processing fee Rs.1,000/-for the post in BPS-16, and Rs.1,200 /- for BPS-17 to 20 of Bank Draft/Pay Order/Challan in favor of Treasurer of the Govt. Sadiq College Women University Bahawalpur must be attached.
- No. _____ Dated _____ Bank _____.

Name of the Applicant. _____, Signature of the Applicant. _____.

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RECEIPT
(Only for official use)

Application No. _____

Name of Applicant: _____ Father Name: _____.

Post Applied for: _____ BPS _____.

RECEIVED BY:

Signature: _____ Name: _____ Date: _____.