



## SITUATIONS VACANT

1-Applications are invited from Pakistani Nationals for the following vacant posts on regular/ contract appointment.

Sr. #	Post	Seats	Pay Package	Qualification & Experience	Age	Contract/Regular
1	Project Coordinator	01	Lump sum (2 years Project Based)	(B.Sc.) Civil from a recognized University or an equivalent qualification with 13 years' experience of professional work specially in construction and maintenance of building. (Candidate having qualification & experience in Project Management will be given preference).	21-50	Contract
2	Assistant Engineer	01	Lump sum (2 years Project Based)	B.Sc. (Electrical) from a recognized University or an equivalent qualification or a diploma holding sub-engineer with at least 5 years' experience as such. (Candidate having experience in relevant field will be given preference).	21-50	Contract
3	Sub Engineer (Civil)	01	Lump sum (2 years Project Based)	Secondary School Certificate 3 years Course from a Polytechnic Institute or College of Technology or other similar Institution in the concerned field. (Candidate having experience in relevant field will be given preference).	18-30	Contract
4	Office Assistant / Assistant	02	Lump sum (2 years Project Based)	A degree from a recognized University 3 years' experience in a Government or Semi Govt. Department or a University in a post comparable to that of a Senior Clerk (A person with previous experience of dealing with Project Accounting will be given preference).	18-30	Contract
5	Naib Qasid	01	Lump sum (2 years Project Based)	Literate person with 02 years of experience in the relevant field	18-25	Contract
6	Driver	02	BPS-05	Having HTV driving license with 02 years driving experience OR Having LTV driving license with 04 years driving experience	18-40	Regular
7	Head Cook	01	BPS-05	Minimum 3 years' experience in a hotel / restaurant or hostel of good repute. Preference shall be given to a literate person. A trade certificate in cookery shall be an added advantage.	18-40	Regular

- How to apply:** The candidates have to submit 03 complete sets of applications bearing attested copies of degrees, certificates, one photograph for each set and a crossed bank draft worth Rs. 1,000/- for Serial No. 1,2,3,4 and worth Rs. 500/- for Serial No. 5,6,7 in favor of the Treasurer, the Govt. Sadiq College Women University, Bahawalpur. Prescribed application forms must reach the office of undersigned via Registered Mail through Pakistan Post / Courier Service. Application forms can also be downloaded from the university website ([www.gscwu.edu.pk](http://www.gscwu.edu.pk)). Application processing fee can be submitted through challan in GSCWU Income Account No. 2501-7000036-01.
- In-service candidates should apply through proper channel and attach No Objection Certificate (NOC) and service certificates issued by their present and former employers; otherwise their applications will not be entertained.**
- The candidates applying for more than one post should submit separate application form & draft/challan for each post applied.**
- The University reserves the rights:**
  - Not to fill any vacancy without assigning any reason thereof or consider a person for appointment in a lower cadre against the posts advertised.
  - To short list the candidates on the basis of academic qualifications/test as may be prescribed by the university. Only short listed candidates will be called for interview.
  - To increase or decrease the number of vacancies as per availability of funds.
  - As per Govt. policy 3% Disabled Quota and all other quota(s) will be observed, where applicable.
- Last date for submission of Applications:** The applications complete in all respects must reach the office of the undersigned latest by **Friday, 13<sup>th</sup> November, 2020**. Incomplete applications or applications received after the due date will not be entertained.

Registrar

The Government Sadiq College Women University, Bahawalpur  
Phone No. 062- 9250075, Website: [www.gscwu.edu.pk](http://www.gscwu.edu.pk)



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	

**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 / Challan	
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	Experience Certificate(s)	
13	NOC from Employer	
14	Disability Certificate	
15	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: \_\_\_\_\_.
- Original Bank Draft/Pay Order/Challan in account No.25017000003601 in favor of the Treasurer, the Govt. Sadiq College Women University Bahawalpur must be attached.
- No. \_\_\_\_\_ Dated \_\_\_\_\_ Bank \_\_\_\_\_.

Name of the Applicant. \_\_\_\_\_, Signature of the Applicant. \_\_\_\_\_.

**RECEIPT**  
(Only for official use)

**Application No.** \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Father Name: \_\_\_\_\_.

Post Applied for: \_\_\_\_\_ BPS \_\_\_\_\_.

**RECEIVED BY:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_.