SITUATIONS VACANT

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

Name of Post	No. of Post	Qualification / Experience
Registrar (BPS-20)	1	Master Degree preferably in Management Sciences at least 2nd Division from a recognized University with 17 years' administrative experience in grade 17 or above, or equivalent in the Public Sector, Corporate Sector, Private Sector or in a university or Education Department.
Controller of Examinations (BPS-20)	1	Master Degree preferably in Management Sciences at least 2nd Division from a recognized University with 17 years' administrative experience in grade 17 or above, or equivalent in the Public/Corporate/Private Sector or in a university or education department with excellent computer skills.

1. 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 worth Rs. 2000/- in favor of the Treasurer, the Govt. Sadiq College Women University, Bahawalpur.

2. Candidates applying for more than one post shall submit separate applications.
3. Two most recent passport size photographs should be affixed on each application.
4. Candidates already in service of a govt. / semi govt. department or an autonomous body must apply through proper channel by the due date, otherwise their application shall not be entertained.
5. Retired or terminated from the service or panelized contrary to the service(s) by any of the Govt., Semi-Govt., Autonomous bodies are not eligible to apply.
6. Candidates should clearly mention the name of applied post on the right corner of envelope.
7. Incomplete applications received after the last date will not be entertained even though posted before the last date.
8. Application form is available on the university website **(www.gscwu.edu.pk).**
9. **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.** Only short listed candidates will be called for interview and no TA/DA or any other cost will be paid to them.
10. These posts will be filled subject to the approval of the Competent Authority.
11. **Last date of the submission of application is January 30th, 2020**

Registrar
The Govt. Sadiq College Women University
Bahawalpur

The Government
Sadiq College Women
University Bahawalpur Pakistan

Please fix recent Passport-size Photograph

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: ☐☐–☐☐–☐☐☐☐ (dd----------mm----------yyyy) Age: ☐☐ 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	

D E C L A R A T I O N:

- 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.2,000/- of 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. _____.

.....

R E C E I P T

(Only for official use) **Application No.**_____

Name of Applicant: _____ Father Name: _____.

Post Applied for: _____ _____BPS_____.

RECEIVED BY:

Signature: _____ Name: _____Date: _____.