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The Government
Sadiq College Women
University Bahawalpur Pakistan

SITUATIONS VACANT

1-Applications are invited from Pakistani Nationals for the following vacant posts on contract and Daily Wages appointment.

Sr. #	Post	Seats	Pay Package	Qualification & Experience	Age	Job Type
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 especially in construction and maintenance of building. (Candidates having qualification & experience in Project Management will be given preference).	21-50	Contract
2	Office Assistant / Assistant	01	Lump sum (2 years Project Based)	A degree from a recognized University, 3 years' experience in a Government or Semi Govt. Department or a well reputed Organization 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
DAILY WAGES BASIS						
Sr. #	Post	Pay Package	Qualification & Experience			
3	Junior Clerk	Daily Wages Basis	i) Matriculation with minimum second division from a recognized Board. ii) A minimum speed of 30 words per minute in English typewriting.			
4	Security Guard	Daily Wages Basis	Literate person with 02 years of experience in the relevant field			

1. How to apply:

- i. All candidates shall apply online till 19.03.2021 through GSCWU Bahawalpur website www.gscwu.edu.pk, followed by submission of 03 complete sets of applications bearing attested copies of degrees, certificates, one photograph for each set and one copy of the online fee challan (non-refundable) generated by online job application system amounting Rs. 3,000/- for the post of Project Coordinator, Rs. 1000/- for the post of Office Assistant / Assistant, and Rs.500 /- for the post of Junior Clerk and Security Guard via Registered Mail through Pakistan Post / Courier Service to the Information Desk, Gate No.02, GSCWU Bahawalpur.
- ii. Hard copies of the online application form along with all requisite documents as mentioned should reach latest by 22.03.2021. i.e. three days after the closing date of applying online.
- iii. Candidates should fill in online form carefully for which detailed guidelines and instructions have been provided on the website. Only online application will be accepted.
- iv. Candidates applying for more than one post shall submit separate applications and pay separate online application processing fee.
- v. Candidates already in service of a Government / Semi-Government Department or an Autonomous body must submit a copy of NOC along with online application form by the due date, otherwise their applications shall not be entertained, advance copy of application without NOC will not be entertained.
- vi. Applications will be received only through registered mail / courier etc. by hand applications will not be accepted.
- vii. Applicants are directed to clearly mention the name of the post applied for, and mode of appointment on the top right corner of the envelope.
- viii. Incomplete applications or applications received after due date will not be entertained.

2. The University reserves the rights:

- i. Not to fill / withdraw any advertised post / withhold the appointment against any post, without assigning any reason thereof or consider a person for appointment in a lower cadre against the post advertised.
- ii. To shortlist the candidates on the basis of academic qualifications and experience. Only short-listed candidates will be called for interview.
- iii. To increase or decrease the number of vacancies as per availability of funds.
- iv. Nature of posts can be changed according to the need of the University.
- v. The University is not responsible if call letters are not received due to any lapse of Courier Agency / Post Office.

3. 15% Quota for Women, 5% Quota for Minorities and 3% Disabled Quota will be implemented where applicable.

4. No TA/DA will be admissible for test / interview.

Registrar

The Government Sadiq College Women University, Bahawalpur

Phone No. 062- 9250546. Website: www.gscwu.edu.pk