

SITUATIONS VACANT

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

Sr No.	Name of Post	No .of Posts	Gender	Qualification/Experience
1	Assistant BPS-16	20	Female/Male	i. A (2nd Division) Bachelor or equivalent degree from a recognized university ii. 03 years experience as senior clerk or 05 years experience as junior clerk in a government or semi govt. department or a University. Note: Having good computer skills
2	Dispenser/ Nurse BPS-14	01	Female	i. F.Sc(2nd division) having a 03 years diploma in General Nursing.. ii. 1 year experience in midwifery from school of nursing approved by nursing council. Must be registered with nursing council I Preference will be given to candidate having relevant experience in any of Government Hospitals or well reputed private sector hospital having minimum 25 beds capacity with OT, OPD, ICU etc.
3	Computer Operator BPS-14	08	Female/Male	i. BA/B.Sc (2nd division) from HEC recognized university/institute and having computer diploma ii. Must qualify data entry test plus 40 words per minute typing speed. Preference will be given to those who have knowledge of MS-office and at least 1 year experience as a data entry operator
4	Junior Clerk BPS-11	14	Female/Male	i. Intermediate (Second Division) from recognized Board ii. Speed of 25 words per minute of typing on computer in English and proficient in Microsoft Office or any other compatible office application and he/she shall demonstrate such proficiency. Note: Preference will be given to those who also know typing in Urdu.
5	Game Supervisor BPS-11	01	Female	i. FA/F.Sc or equivalent (Second Division) from recognized Board with junior diploma in Physical Education ii. 03 years experience in relevant field. iii. Having good computer skills, preference will be given to those having diploma in computer science from a recognized institute. iv. English proficiency of working level.
6	Security Supervisor BPS-11	02	Male	i. Secondary school certificate (2nd division) from recognized board/institute. ii. Retired army JCO (fighting arms)
7	Store Keeper BPS-07	01	Female/Male	i. Intermediate (2nd division) with science or an equivalent qualification from a recognized Board ii. Atleast 02 years experience in store keeping. Proficient in MS office will be preferred.
8	Laboratory Assistant BPS-07	04	Female/Male	i. Secondary School Certificate with science in 2nd Division ii. 02 years experience of Laboratory work.
9	Counter Clerk BPS-06	01	Female/Male	i. FA/F.Sc, 2nd division with certificate in Library Science ii. 02 years experience in relevant field
10	Electrician BPS-05	02	Male	i. Matric (2nd division) with 02 years diploma in electrical from a recognized institute. ii. 03 years Practical experience.
11	Plumber BPS-05	01	Male	i. Matric (2nd division) with Diploma in the relevant field from a recognized institute. ii. 03 years practical experience in relevant field
12	Carpenter/Mason BPS-05	01	Male	i. Literate ii. 3 to 5 years practical experience in the relevant trade
13	Driver BPS-05	08	Male	i. Matric (2nd division) ii. Possessing heavy transport vehicle driving license with two years experience
14	Book Binder BPS-05	01	Female/Male	i. Matric (2nd division) ii. Two years practical experience in the relevant trade
15	Laboratory Attendant BPS-02	07	Female/Male	i. Matric ii. 02 years practical experience in the relevant field.
16	Cook BPS-02	02	Female/Male	i. Literate ii. 05 years experience of cooking in reputed restaurant or Army officer Mess
17	Library Attendant BPS-02	01	Female/Male	i. Matric 2nd division. ii. Computer literacy will be preferable.
18	Naib Qasid/ Attendant BPS-01	25	Female/Male	i. Matric (2nd division) ii. Preference will be given to experienced persons

Sr No.	Name of Post	No .of Posts	Gender	Qualification/Experience
19	Bus Conductor/Cleaner BPS-01	04	Male	i. Matric (2nd division) ii. 2 years experience as a bus Conductor. Preference will be given to those who have experience as bus conductor in any educational institution.
20	Mali BPS-01	01	Male	i. Literate ii. 3 years experience in relevant field, specially gardening and looking after plants
21	Baildar BPS-01	18	Male	i. Literate, Physically and medically fit. ii. Experience in the gardening and looking after the plants will be given preference
22	Security Guard/ Chowkidar BPS-01	18	Female/Male	i. Matric (2nd division) ii. Physically and Mentally strong. Preference will be given to army persons, having certificate of retirement from army and clearance from concerned authorities.
23	Sanitary Worker/ Sweeper BPS-01	10	Female/Male	i. Literate will be given preference.

INSTRUCTIONS

- The applicants are required to submit a Bank Draft/ Pay order or Challan of Rs.1000/- for (BPS-16), Rs. 500/- for (BPS-05 to 14) and Rs. 200/- for (BPS-01 to 04) in favour of the Treasurer, The Govt.Sadiq College Women University Bahawalpur.
- Candidates are required to send 02 sets of applications on prescribed proforma (downloadable from website: www.gscwu.edu.pk) alongwith attested copies of academic/experience documents, 02 recent passport size photographs.
- The Candidates applying for more than one post should submit separate application forms & draft for each post applied.
- In-service candidates should apply through proper channel and attach No Objection Certificate (NOC) and service certificates issued by their present and former employees; otherwise their applications will not be entertained.
- Candidates who have already applied in response to our earlier Advertisements against any post need to apply afresh.
- As per Govt. policy 3% Disable Quota and all other Quota(s) will be observed.
- No TA/DA will be admissible for Test/ Interview.
- 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.
- **Last date for submission of Applications:** The applications complete in all respects must reach office of the undersigned latest by **October 05, 2018**. Incomplete applications / received after the due date will not be entertained.



Registrar

**The Govt. Sadiq College Women University Bahawalpur,
Phone No. 062-9250517**



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The Government
Sadiq College Women
University Bahawalpur Pakistan

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APPLICATION FORM

(Non-Teaching Positions)

Post Applied for: _____ BPS _____

Category Applied: Regular Contract Both

Whether Applied Against Any Quota: Yes No Disability Minority Any Other _____

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			Division / Grade	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	
TOTAL									

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	Experience Certificate(s)	
13	NOC from Employer	
14	Disability Certificate	
15	Training Certificate	
16	Any Other (Please Specify)	

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 at any stage 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.
- Non-refundable application processing fee of *Rs.1000/-* for (*BPS-16*), *Rs. 500/-* for (*BPS-05 to 14*) and *Rs. 200/-* for (*BPS-01 to 04*) in from of Bank Draft/Pay Order/Challan in favor of the Treasurer, The Govt. Sadiq College Women University Bahawalpur is attached as under:
- No. _____ Dated _____ Bank _____.

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

RECEIPT
(Only for official use)

Application No. _____

Name of Applicant: _____ Father Name: _____

Post Applied for: _____ BPS _____

RECEIVED BY:

Signature: _____ Name: _____ Date: _____