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The Government
Sadiq College Women
University Bahawalpur Pakistan

The Government Sadiq College Women University Bahawalpur invites applications from Punjab Domicile Holders for the following administrative vacant posts on Regular Basis / Contract Basis.

Sr. #	Post	Open Merit	Special Person Quota	Qualification & Experience	Age	Contract/Regular
01	Assistant (Auditor) (BS-16)	01	-	i. Master's degree or BS (four years) (second division) in Commerce or Management Sciences or Accounting and Finance or Economics or equivalent qualification from an institute or university recognized, by Higher Education Commission; and five years' experience of handling accounts or audit matters. ii.	21-35	Regular / Contract
02	Assistant (BS-16)	05	01	i. Master's degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and ii. five years' experience in Microsoft Office.	21-35	Regular / Contract
03	Computer Operator (BS-15)	05	01	i. (a) Bachelor's degree (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; (b) three months computer training course or diploma in MS Office from a recognized institute; and; (c) speed of forty words per minute of typing on computer in English; or ii. (a) BCS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) speed of forty words per minute of typing on computer in English.	18-30	Regular / Contract
04	Graphic Designer (BS-14)	01	-	i. MA in Graphic Design or Bachelor in Fine Arts in Graphic Design from an institute or university recognized by Higher Education Commission; or ii. (a) Diploma in Graphic and Printing or equivalent qualification from a recognized institute; and (b) three years' in there relevant field.	21-40	Regular / Contract
05	Library Assistant (BS-14)	01	-	i. (a) Bachelor's degree (second division) in Library Science or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) three years' experience in relevant field; or ii. (a) Higher Secondary School Certificate (second division) from a recognized Board; (b) Certificate in Library Science (c) knowledge of Computer; and	18-30	Regular / Contract
06	Sub Engineer (Civil) (BS-14)	01	-	Diploma of Associate Engineering in Civil Engineering from a recognized institute.	18-30	Regular / Contract
07	Video Conference Operator (BS-11)	01	-	i. Higher Secondary School Certificate (second division) or equivalent qualification from recognized Board; and ii. Diploma in relevant field from a recognized institute.	18-30	Regular / Contract
08	CCTV Technician (BS-11)	01	-	i. Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and ii. Diploma in relevant field from a recognized institute.	18-30	Regular / Contract
09	Store Keeper (BS-11)	01	-	i. Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and speed of twenty five words per minute of typing on computer in English.	18-30	Regular / Contract
10	Junior Store Keeper (BS-07)	01	-	i. Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and Speed of twenty five words per minute of typing on computer.	18-30	Regular / Contract
11	Carpenter (BS-04)	01	-	i. Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and Diploma in the relevant field from a recognized institute.	18-30	Regular / Contract
12	Bus Driver (BS-04)	02	-	i. Secondary School Certificate (second division) or equivalent qualification from a recognized Board; ii. valid Heavy Transport Vehicle driving license and Public Service Vehicle driving license; and five years' experience in the relevant filed.	30-45	Regular / Contract

1. How to apply:

- All candidates shall apply online till **(Wednesday) June 10, 2026** through GSCWU Bahawalpur website www.gscwu.edu.pk, followed by submission of 03 Complete sets of applications in bound form 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. 500/- for the post of BS-01 to BS-05 & Rs. 1,000/- for the post of BS-06 to BS-16 via Registered Mail through Pakistan Post or any Courier Service to the Information Desk, Gate No.02, GSCWU Bahawalpur. www.gscwu.edu.pk.
- 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.

- iii. Candidates applying for more than one post shall submit separate applications and pay separate online application processing fee.
- iv. Candidates already serving in Government, Semi-Government Departments, or Autonomous Bodies must submit a copy of the No Objection Certificate (NOC) along with their application form by the due date. Applications without the required NOC shall not be entertained. Advance copies of the NOC will not be accepted.
- v. Applications will be received only through registered mail / courier etc. by hand applications will not be accepted.
- vi. 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.

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 according to the availability of seats in the budget.
 - 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 on the whole where applicable.**
4. **No TA/DA will be admissible for test / interview.**
5. **Age relaxation, for appointment by initial recruitment, shall be admissible as per policy of the Government of the Punjab.**
6. **Age of each candidate shall be calculated on the closing date of receipt of the applications.**
7. **Eligibility and shortlisting of candidates shall be determined in accordance with the advertised criteria and the recruitment policy of GSCWU Bahawalpur.**
8. **Hard copies of the online application form, along with all requisite documents complete in all respects, must reach Gate No. 02, Information Desk, The Government Sadiq College Women University, Bahawalpur, no later than Friday, June 12, 2026. Incomplete applications or those received after the due date will not be entertained.**

Registrar

The Government Sadiq College Women University, Bahawalpur
Phone No. 062- 9250075, 062 - 9250456
Website: www.gscwu.edu.pk