

GOVT. COLLEGE WOMEN UNIVERSITY FAISALABAD



(NON TEACHING POSITIONS ON DPL BASIS)

Applications are invited for the following non-teaching posts purely on DPL basis in Government College Women University Faisalabad. The candidates must meet the qualification / experience as per details given below:

Sr. No.	Nomenclature of the post	No of Post	Qualification /Experience	Age Limit
1.	Deputy Director Administration & Coordination	01	<p>(i) MS or M.Phil. (second division) in any discipline or equivalent qualification from an institute or a University recognized by Higher Education Commission; and</p> <p>(ii) three years post qualification relevant experience.</p> <p>OR</p> <p>(i) Master's degree or BS (second division) in any discipline or equivalent qualification an institute or University recognized by Higher Education Commission; and</p> <p>(ii) five years post qualification relevant experience.</p> <p>Preference will be given who has an experience in any University/ Government institute.</p>	25-45
2.	Data base Administrator	01	<p>(i) Master's degree or BS (second division) in Computer Science or Information Technology or equivalent qualification from an institute or University recognized by Higher Education Commission; and</p> <p>(ii) five years post qualification relevant experience.</p>	25-45
3.	Assistant Director (Purchase & Store)	01	<p>MBA or M.Com. or ACMA or ACCA or M.Sc. (second division) in Economics or equivalent qualification an institute or a university recognized by Higher Education Commission.</p> <p>Preference will be given who has an relevant experience in any University/ Government institute.</p>	21-35
4.	Computer Programmer	01	<p>Master's degree or BS (second division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or a University recognized by Higher Education Commission.</p>	21-35
5.	Network Administrator	01	<p>Master's degree or BS (second division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or a University recognized by Higher Education Commission.</p>	21-35

6.	Assistant Computer Programmer	01	MCS or MIT or MTS (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission. OR (i) B.Sc. (second division) with Computer Science or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) four years post qualification relevant experience	21-35
7.	Assistant	07	(i) Masters' degree or BS (second division) in any discipline or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) five years post qualification experience of Microsoft office.	21-35
8.	Bus Driver	02	(i) Middle or equivalent qualification from a recognized Board; (ii) valid Heavy Transport Vehicle license and Public Service Vehicle driving license; and (iii) five years post qualification driving experience.	30-45
9.	Driver (LTV)	01	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) valid Light Transport Vehicle license and Public Service Vehicle driving license; and (iii) five years post qualification driving experience.	21-35
10.	Junior Lab Attendant	06	Secondary School Certificate (second division) with Science from a recognized Board.	18-25
11.	Naib Qasid	06	Secondary School Certificate (second division) or equivalent qualification from a recognized Board.	18-25
12.	Bus Conductor	03	Literate	18-25

INSTRUCTIONS:

1. The candidates applying against Sr. No. 01, 02, 03, 04, 05, 06 & 07, are required to apply through prescribed online Application form available on the website of the University (<http://www.gcwuf.edu.pk>).

2. Candidates applying against Sr. No. 08, 09, 10, 11 & 12 are required to submit one hard copy (duly signed) of Urdu translated application form available in download section on university web site (www.gcwuf.edu.pk). Urdu translated application forms are also available at university reception.

3. Incomplete or the applications received after due date will not be entertained.
4. All applicants are required to submit three hard copies of application forms along with updated CV, attested copies of HEC recognized degrees, DMCs, I.D. card, result cards, certificates, testimonials, photograph (1x1), experience certificate (if applicable) & NOC (from existing job, if any), request for age relaxation (if required) as per service statutes of the University.
5. Application forms should be submitted with fee deposit slip in favor of **Government College Women University, Faisalabad, NBP (0559) Fee collection Account No. 3003311185** as per following rates:

Sr No. 1, 2, 3, 4 & 5	Sr. No. 6 & 7	Sr. No. 8, 9, 10, 11 & 12
Rs. 2000/-	Rs. 1000/-	Rs. 500/-

6. The candidates applying for more than one post shall submit separate Job Application Form for each post with necessary documents, complete in all respects (WITH SEPARATE BANK DEPOSIT SLIP FOR EACH POST).
7. Complete applications must reach recruitment branch Govt. College Women University Faisalabad, Madina Town (Admin block first floor) by courier, registered post or by hand not later than **03-10-2023** till 4:00 pm positively.
8. Only short-listed candidates will be called for interview and short listing of the candidates shall be made in accordance with procedure laid down by the University. Candidates bring your original certificates/ degrees at the time of interview.
9. The Institution reserves the right to increase or decrease the No. of positions depending upon availability of seat/ requirement for the eligible candidate and need of the university, the institution reserves the rights not to consider any application or fill the post without giving any reason.
10. No TA/DA would be admissible when called for test/interview.

Registrar
Government College Women
University, Faisalabad
041-9220065