



GC WOMEN UNIVERSITY SIALKOT

Applications are invited from Pakistani Nationals for the following posts for appointment on Basic Scale (BS)/ Tenure Track System (TTS)/ Contract

ACADEMIC POSTS	
PROFESSOR (BS-21/ TTS) (Preferably Female)	
Subjects	Criteria
Chemistry, Computer Science, English, Political Science, Psychology, Sociology, Statistics and Zoology	Age Limit: 45-55 Qualification: PhD from HEC recognized institution in the relevant field. Experience: 15 years teaching/research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization. OR 10-years post Ph.D. teaching/research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization. Publications: The applicant must have 15 research publications with at least 5 publications in the last 5 years in HEC recognized journals. (For Natural Sciences Subjects, Impact Factor Journal publications will be considered.)
ASSOCIATE PROFESSOR (BS-20/ TTS) (Preferably Female)	
Subjects	Criteria
Botany, Computer Science, Economics, Sociology, Statistics and Zoology	Age Limit: 35-50 Qualification: PhD from HEC recognized institution in the relevant field. Experience: 10 years teaching/research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization. OR 5-years post Ph.D teaching/research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization. Publications: The applicant must have 10 research publications with at least 4 publications in the last 5 years in HEC recognized journals. (For Natural Sciences Subjects, Impact Factor Journal publications will be considered.)
ASSISTANT PROFESSOR (BS-19/TTS) (Preferably Female)	
Subject	Criteria
Arabic, Business Administration Mathematics and Sociology	Age Limit: 30-50 Qualification/Experience: PhD from HEC recognized institution in the relevant field. No experience required.
Lecturer (BS-18) (Female)	
Subjects	Criteria
Arabic, Botany, Economics, Environmental Science, Psychology and Sociology	Age Limit: 25-40 Qualification/Experience: MPhil / MS or equivalent degree (18 years) or Master degree from a foreign university in the relevant field from HEC recognized Institution. No experience required.

ADMINISTRATIVE POSTS (Preferably Female)

Director ORIC (BS-20)	Age Limit: 35-50 Qualification/Experience: i) PhD in Basic Science / Social Science / Engineering & Information Technology or Management Science with minimum of 10 publications in HEC recognized Journals and 1 research grant from National / International donors with Ten (10) years' professional experience in a National or International organization OR ii. PhD in Basic sciences / Social Sciences / Engineering & Information Technology or management sciences with equivalent academic / research / professional experience. Strong linkages with the local and national business / corporate sector with twelve (12) years' relevant experience in BS-17 and above, working experience with National / International donors. Universities / DAIs / Industrial experience to work constructively and productively with stakeholders in the institution and the community at large is required. Administrative experience and experience with ORIC and deep understanding of ORIC workings/ SOPs shall be preferred.	Manager Communication (BS-18)	Age Limit: 26 to 40 Qualification/Experience: MA/MSc/ BS in Mass Communication (at-least 2 nd division or 2.5/4 CGPA) or equivalent qualification from HEC recognized University/ Institution with five (05) years' experience of journalism/ creative writing with development/management media and public relations.
Director Planning & Development (BS-20)	Age Limit: 35-50 Qualification/Experience: MBA/MPA/MA/MSc/BS (at least 2 nd division or 2.5/4 CGPA) or equivalent qualification from HEC recognized University/Institution with twelve (12) years' of relevant experience in BS-17 or above in a Govt. / Semi Govt. / National or International Organization. In case of National/ International Organizations the experience should be of middle level management or above. Preference shall be given to the candidates with higher qualification.	Database Administrator (BS-18)	Age Limit: 26 to 40 Qualification/Experience: MSc/BS in Computer Science / Software Engineering (at-least 2 nd division or 2.5/4 CGPA) or equivalent qualification from HEC recognized University / Institution with five (05) years' relevant experience in BPS-17 or above in a Govt / Semi Govt / National or International Organization. Preference shall be given to the candidates with higher qualification.
Addl. Director Planning & Development (BS-19)	Age Limit: 30-45 Qualification/Experience: MBA/MPA/ M.A/M.Sc/BS (at least 2 nd division or 2.5/4 CGPA) or equivalent qualification from HEC recognized Institution / University with Eight (08) years' experience in BS-17 or above in a Govt / Semi Govt / National or International Organization. In case of National/ International Organizations the experience should be of middle level management. Preference shall be given to the candidates with higher qualification.	Network Administrator (BS-18)	Age Limit: 26-40 Qualification/Experience: i) MS/MPhil Computer Science/ Information Technology / Software Engineering (1 st division or 3/4 CGPA) with two (02) Years' of relevant administrative experience in BPS-17 or above in a Govt / Semi Govt / National or International Organization OR ii) MSc/BS (CS / IT) or equivalent qualification (1 st division or 3/4 CGPA) from an HEC recognized University/Institution with five (05) years' of relevant administrative experience in a Govt / Semi Govt / National or International Organization. preference shall be given to the candidates with higher qualification
Chief Engineer (BS-19)	Age Limit: 30-45 Qualification/Experience: BS/BSc (Civil Engineering) (at-least 2 nd division or 2.5/4 CGPA) or equivalent qualification from HEC recognized University or Institution and registered as a professional Engineer under the Pakistan Engineering Council with eight (08) Years' experience in the relevant field.	System Engineer/ System Administrator (BS-18)	Age Limit: 26 to 40 Qualification/Experience: MSc in Computer Science / Information Technology /BS in CS/IT or equivalent qualification (at-least 2 nd division or 2.5/4 CGPA) from HEC recognized University / Institution with five (05) years' relevant experience in BPS-17 or above in a Govt / Semi Govt / National or International Organization. preference shall be given to the candidates with higher qualification
Senior Equipment Maintenance Engineer (BS-19)	Age Limit: 30-45 Qualification/Experience: BS/BE Instrumentation/Electronics/ MSc/BS Physics (at-least 2 nd division or 2.5/4 CGPA) or equivalent qualification from HEC recognized University / Institution with eight (08) years' experience on instrumentation.	Executive Engineer (BS-18)	Age Limit: 26 to 40 Qualification/Experience: BS/BSc (Civil Engineering) (at-least 2 nd division or 2.5/4 CGPA) or equivalent qualification from HEC recognized University or Institution and registered as a professional Engineer under the Pakistan Engineering Council with five (05) years' relevant experiences.
Manager IT Support Center (BS-19)	Age Limit: 30-45 Qualification/Experience: i) PhD in Computer Science/ Information Technology / Software Engineering with Two (02) years' relevant administrative experience in a Govt / Semi Govt / National or International Organization. ii) MS/Mphil Computer Science/ Information Technology / Software Engineering (1 st division or 3/4 CGPA) with Five (05) years' relevant administrative experience in a Govt / Semi Govt / National or International Organization. iii) MSc/ BS in CS / IT (1 st division or 3/4 CGPA) or equivalent qualification from an HEC recognized University/Institution with Eight (08) years' relevant administrative experience in a Govt / Semi Govt / National or International Organization. Preference shall be given to the candidates with higher qualification.	Budget & Finance Officer (BS-18)	Age Limit: 26-40 Qualification/Experience: MBA/MPA/MCom/BS/MSc in Finance, ACMA, ACCA, CA or equivalent qualification (at-least 2 nd division or 2.5/4 CGPA) from HEC recognized University/ Institution with five (05) years' relevant experience. Preference shall be given to the candidates with higher qualification
		HR Officer (BS-17)	Age Limit: 21 to 35 Qualification/Experience: i. Master in HR/MBA/MPA/BS (at-least 2 nd division or 2.5/4 CGPA) or equivalent qualification from HEC recognized University/Institute. ii. BA/BSc (at-least 2 nd division) or equivalent qualification from HEC recognized University /Institute with three (03) years' relevant experience.
		Assistant Registrar (BS-17)	Age Limit: 21 to 35 Qualification/Experience: MBA/MPA/MA/MSc/BS (at-least 2 nd division or 2.5/4 CGPA) or equivalent qualification from HEC recognized University/ Institute. Preference shall be given to the candidates with higher qualification.

Estate Officer (BS-17)	Age Limit: 21 to 35 Qualification/Experience: i.) MBA/MPA/MA/ MSc/BS (at-least 2 nd division or 2.5/4 CGPA) or equivalent qualification from an HEC recognized University/ Institution OR ii.) BA/BSc (at-least 2 nd division) or equivalent qualification from HEC recognized University/ Institution with three (03) years relevant experience OR iii.) Diploma of Associate Engineering (DAE Civil) with five (05) years relevant experience. Preference shall be given to the candidates with higher qualification and ex-servicemen with relevant experience.
Public Relations Officer (PRO) (BS-17)	Age Limit: 21 to 35 Qualification/Experience: MA/BS in Journalism (at least 2 nd division or 2.5/4 CGPA) or equivalent qualification from HEC recognized University/ Institution. Preference will be given to the candidates having relevant experience and higher qualification.
Planning Officer/ Assistant Director P&D (BS-17)	Age Limit: 21 to 35 Qualification/Experience: MBA/MPA/MA/MSc/BS (at-least 2 nd division or 2.5/4 CGPA) or equivalent qualification from HEC recognized University/ Institution. Preference shall be given to the candidates with higher qualification.
Assistant Engineer (Civil) (BS-17)	Age Limit: 21 to 35 Qualification/Experience: BS/ BSc in Civil Engineering (at-least 2 nd division or 2.5/4 CGPA) or equivalent qualification from HEC recognized University/Institute and registered with Pakistan Engineering Council (PEC) as a professional Engineer. Preference shall be given to the candidates with relevant experience and higher qualification.
Medical Officer (BS-17)	Age Limit: 21 to 35 Gender: Female Qualification/Experience: MBBS (1 st division) from HEC recognized University/Institute registered with Pakistan Medical and Dentistry Council (PMDC). Preference will be given to the candidates having relevant experience.
Nurse (BS-16)	Age Limit: 21 to 35 Gender: Female Qualification/Experience: BSc in General Nursing (at-least 2 nd division or 2.5/4 CGPA) /Three year's Diploma in General Nursing with one year diploma in midwifery from a recognized institute registered with Pakistan Nursing Council (PNC). Preference will be given to the candidates having relevant experience and higher qualification.
Supervisor (civil) (construction & maintenance) (BS-14)	Age Limit: 21 to 35 Qualification/Experience: Diploma of Associate Engineering (DAE civil) (at-least 2 nd division or 2.5/4 CGPA) from recognized institute with 03 years relevant experience.
Office Assistant (BS-16)	Age Limit: 21 to 35 Qualification/Experience: BA/BSc (at-least 2 nd division) or equivalent qualification from HEC recognized University/Institute with good command of MS Office and three (03) years of relevant experience. Preference shall be given to the candidates with higher qualification
Sub- Engineer (Civil) (BS-14)	Age Limit: 21 to 35 Qualification/Experience: Diploma of Associate Engineering (DAE (Civil) (at-least 2 nd division) from recognized Institute with one (01) year relevant experience. Preference shall be given to the candidates with higher qualification.
Junior Clerk (BS-11)	Age Limit: 18 to 30 Qualification/Experience: Higher Secondary School Certificate (at-least 2 nd division) from recognized board, with typing speed of 30 WPM on computer in English; and proficient in MS Office or any other compatible office application and s/he shall demonstrate such proficiency. Preference shall be given to the candidates with higher qualification.

PROJECT POSTS

Project Director Contract (Extendable) Fixed Pay Rs. 1,22,000/- per month	Age Limit: up to 65 years Qualification/Experience: MA/MSc/BS in Economics or Management Sciences (at-least 2 nd division or 2.5/4 CGPA) or equivalent qualification from HEC recognized University or Institution and registered as a professional Engineer under the Pakistan Engineering Council with twelve (12) Years' experience in the relevant field.
Assistant Engineer-Civil Contract (Extendable) Fixed Pay Rs. 68,000/- per month	Age Limit: 21 to 35 Qualification/Experience: BS/ BSc in Civil Engineering (at-least 2 nd division or 2.5/4 CGPA) from HEC's recognized University/Institute and registered with Pakistan Engineering Council (PEC) as a professional Engineer. Preference shall be given to the candidates with relevant experience and higher qualification.
Attendant Contract (Extendable) Fixed Pay Rs. 13,500/- Per month	Age Limit: 18 to 40 Qualification/Experience: Middle

INSTRUCTIONS

- The applicants are required to submit a draft/ pay order of Rs.3000 for (Project Director and BS-19 & above), Rs.2000 for (Assistant Engineer Civil (Contract) and BS-17 & BS-18) and Rs.1000 for (BS-16 & below) in favour of Treasurer GC Women University, Sialkot. No pay order/draft is required for the post of Attendant (Contract).
- The application forms are available on University website (www.gcwus.edu.pk) as well as at the Reception of the University.
- The applications only on prescribed forms alongwith brief updated CV, attested copies of the Degrees & detail Marks Certificates, Experience Certificates, C.N.I.C copy and three recent passport size photographs will be entertained.
- The Candidates applying for the posts of Associate Professor on (BS/TTS) are required to submit (06) six copies of the prescribed application forms complete in all respects and for the post of Assistant Professor and Lecturer (03) three copies complete in all respects are to be submitted.
- The Candidate should mention the date of Notifications/Result and time period of degree in the relevant column.
- The Candidates applying for more then one post will have to submit separate application form & draft, for each post, accordingly.
- Quota Policy (as per Government policy) will be applicable. Disable applicants are exempted from provision of pay order/draft.
- Applicants already working in Govt. /Semi Govt. /Autonomous bodies will have to apply through proper channel.
- Only Short listed candidates will be called for Test/Interview. No TA/DA will be admissible for Test/ Interview.
- Age relaxation will be given in exceptional cases as per government policy in vogue.
- Applicants against whom any inquiry is pending or in litigation with their parent institution or any Government institution or agency are not eligible to apply.
- The applications on prescribed form (Complete in all respects) should reach within due course of time to the office of the Registrar, GC Women University Sialkot.
- Incomplete application forms/application forms not supported with the relevant documents will be rejected without assigning any reason.
- The University reserves the rights not to fill / withdraw / withhold the appointment against any advertised post without assigning any reason.
- Last date for submission of applications against Administrative posts is 08 -11-2019 and for Academic posts as well as for international candidates applying against administrative posts is 22.11.2019.
- For further information please visit our website. www.gcwus.edu.pk

Registrar,
GC Women University Sialkot.
Katchery Road Sialkot.
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