GC WOMEN UNIVERSITY SIALKOT

Office of the Registrar

Tel: 052-9250170 **Ext. # 120-170**

E-mail: registrar@gcwus.edu.pk

Application are invited from dynamic, dedicated and competent professionals (Pakistani Nationals) for the following positions on **contract basis** at GC Women University, Sialkot:-

ADMINISTRATIVE POSTS (06 months contract)

Posts	Qualification/Experience
Assistant	Graduate at least 2nd Div from an HEC recognized University / Institution. Prefernce will be given to the candidate who have knowledge of word processing and typing with 5 years experience.
Junior Clerk	Intermediate (minimum 2nd division) with typing speed in english 35 w.p.m and knowledge of MS Office.

INSTRUCTIONS

Detailed CV along with Academic credentials may reach to the office of the Registrar till 02.03.2018 at 03:00 pm.

Note: Any application received after due time & date will not be entertained. Preference will be given to the candidates having 1st Division throughout their Academic Career. Only short listed candidates will be called for interview.

For any query please contact: 052-9250170

Registrar
GC Women University,
Katchehry Road, Sialkot