



**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	Seats	Qualification & Experience	Age	Contract/Regular
01	Personal Assistant (BS-16)	02	i. Master's degree or BS (second division) in English or Management Sciences or Computer Science or Sociology or Public Administration or equivalent qualification from an institute or university recognized by Higher Education Commission; and ii. Five years' experience in the relevant field.	21-35	Regular / Contract
02	Security Officer (BS-16)	01	i. Ex-service man: (a) not below the rank of Subedar Major or equivalent rank from forces with exemplary service record; or (b) Subedar or equivalent rank officer from forces with two years' experience as Security Officer in any Security Department; not be retired from forces, on medical grounds or disciplinary grounds; and ii. two years are not passed after retirement.	30-45	Regular / Contract
03	Assistant (Accountant) (BS-16)	02	i. Master's degree or BS (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 ii. five years' experience of handling accounts or audit matters.	21-35	Regular / Contract
04	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 ii. five years' experience of handling accounts or audit matters.	21-35	Regular / Contract
05	Assistant Computer Programmer (BS-16)	02	MCS or MIT or MTS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; or (a) B.Sc. (second division) with Computer Science on equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) four years' experience in the relevant field.	21-35	Regular / Contract
06	Assistant (BS-16)	18	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
07	Nurse (BS-16)	01	i. BS Nursing from an institute or university recognized by Higher Education Commission; and ii. three years Diploma in Nursing from a recognized institute.	21-35	Regular / Contract
08	Computer Operator (BS-15)	05	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; 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
09	Hostel Warden (Female) (BS-14)	02	i. (a) Master's degree or BS (second division) in the relevant field or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) three years' experience in the relevant field; or ii. (a) Bachelor's degree (second division) from an institute or university recognized by Higher Education Commission; and (b) five years' experience in the relevant field.	25-40	Regular / Contract
10	Sports Supervisor (Female) (BS-14)	01	i. (a) BS (four years) (second division) in Physical Education or equivalent qualification from an institute or university recognized by Higher Education Commission; or ii. (a) Bachelor's degree (fourteen years education) (second division) in Physical Education or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) five years professional experience of coaching.	18-30	Regular / Contract
11	Care Taker (Day Care) (BS-14)	02	Bachelor's degree (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.	18-30	Regular / Contract
12	Sanitary Supervisor (BS-14)	01	Diploma in Public Health or Sanitation from a recognized institute.	18-30	Regular / Contract
13	Supervisor (Horticulture & Land Scaping) (BS-14)	01	Master's degree or BS (four years) (second division) in Horticulture or equivalent qualification from an institute or university recognized by Higher Education Commission.	21-30	Regular / Contract
14	Sub Engineer (Electrical) (BS-14)	01	Diploma of Associate Engineering in Electrical Engineering from a recognized institute.	18-30	Regular / Contract
15	Sub Engineer (Civil) (BS-14)	01	Diploma of Associate Engineering in Civil Engineering from a recognized institute.	18-30	Regular / Contract

16	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 an recognized institute; and (b) three years' in there relevant field.	21-40	Regular / Contract
17	Assistant Security Officer (BS-14)	01	i. Ex-service man: (a) not below the rank of Naib Subedar Major or equivalent rank from infantry or military police Forces; or (b) Subedar or equivalent rank from forces with two years' experience as Security Officer; ii. not be retired from forces on medical grounds or disciplinary grounds; and iii. two years are not passed after retirement.	21-35	Regular / Contract
18	Library Assistant (BS-14)	02	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 (d) five years' experience in the relevant field.	18-30	Regular / Contract
19	Electrician (BS-11)	02	i. Higher Secondary School Certificate (second division) from a recognized Board; ii. Diploma of Associate Engineering (three years) (second division) in Electrical or equivalent qualification from a recognized institute; and iii. two years' experience in the relevant field.	18-30	Regular / Contract
20	Computer 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
21	Lab Technician (BS-11)	01	i. Higher Secondary School Certificate (second division) or equivalent qualification from recognized Board; and ii. Diploma in relevant field (* Chemistry) from recognized institute.	18-30	Regular / Contract
22	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
23	Network Support Assistant (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
24	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
25	Store Keeper (BS-11)	02	i. Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and ii. speed of twenty five words per minute of typing on computer in English.	18-30	Regular / Contract
26	Junior Clerk (BS-11)	15	i. Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; ii. speed of twenty five words per minute of typing on computer in English; and iii. proficient in M.S. Office or any other compatible office application.	18-30	Regular / Contract
27	Camera Man (BS-09)	01	i. Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and ii. five years' experience of photography and video recording in broadcast media.	18-30	Regular / Contract
28	Qaria (Female) (BS-09)	01	i. Secondary School Certificate (second division) or equivalent qualification from a recognized Board; ii. Hifz-e-Quran with Tajveed from a recognized Madrasah; and iii. Proficient in Qirat.	18-30	Regular / Contract
29	Junior Store Keeper (BS-07)	01	i. Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and ii. Speed of twenty five words per minute of typing on computer.	18-30	Regular / Contract
30	Library Attendant (BS-05)	01	i. Secondary School Certificate (second division) from a recognized Board; and ii. certificate in Library Science.	18-30	Regular / Contract
31	Security Guard (Female) (BS-05)	05	i. Secondary School Certificate (second division) or equivalent qualification from a recognized Board; ii. height = 5'4"; and iii. possess good physical health and physique.	18-30	Regular / Contract
32	Generator Operator (BS-05)	01	i. Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and ii. two years' experience in the relevant field.	18-30	Regular / Contract
33	Cook (BS-05)	01	i. Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and ii. two years' experience in the relevant field.	18-30	Regular / Contract
34	Maid (BS-05)	01	Secondary School Certificate (second division) or equivalent qualification from recognized Board.	18-30	Regular / Contract
35	Photocopier Operator (BS-05)	01	i. Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and ii. five years' experience in the relevant field.	18-30	Regular / Contract
36	Plumber (BS-04)	01	i. Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and ii. Diploma in the relevant field from a recognized institute.	18-30	Regular / Contract

37	Bus Driver (BS-04)	05	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 iii. five years' experience in the relevant filed.	30-45	Regular / Contract
38	Driver (LTV) (BS-04)	03	i. Secondary School Certificate (second division) or equivalent qualification from a recognized Board; ii. valid Light Transport Vehicle driving license and Public Service Vehicle driving license; and iii. five years' experience in the relevant filed.	18-30	Regular / Contract
39	Carpenter (BS-04)	01	i. Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and ii. Diploma in the relevant field from a recognized institute.	18-30	Regular / Contract
40	Chowkidar (BS-01)	05	i. Literate ii. Height of 5'6"; and iii. Chest of 32'-34'	18-25	Regular / Contract
41	Guest House Attendant (BS-01)	01	Secondary School Certificate (second division) or equivalent qualification from a recognized Board.	18-25	Regular / Contract
42	Bus Conductor (BS-01)	05	Literate	18-25	Regular / Contract
43	Mess Helper (BS-01)	01	Literate	18-25	Regular / Contract
44	Helper (Cook) (BS-01)	01	Literate	18-25	Regular / Contract
45	Baidar (BS-1)	08	Literate	18-25	Regular / Contract
46	Helper (Electrician) (BS-01)	01	Literate	18-25	Regular / Contract
47	Khadim Masjid (BS-01)	01	Literate	18-25	Regular / Contract
48	Junior Lab Attendant (BS-01)	05	Secondary School Certificate (second division) with Science from a recognized Board.	18-25	Regular / Contract
49	Child Attendant (Female) (BS-01)	01	Literate	18-25	Regular / Contract
50	Lab Attendant Plant Experiment Station (BS-01)	01	Secondary School Certificate (second division) with Science from a recognized Board.	18-25	Regular / Contract
51	Naib Qasid (BS-01)	15	Secondary School Certificate (second division) or equivalent qualification from a recognized Board.	18-25	Regular / Contract

**1. How to apply:**

- All candidates shall apply online till (Friday) 05.07.2024 through GSCWU Bahawalpur website [www.gscwu.edu.pk](http://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](http://www.gscwu.edu.pk).
- Candidates applying for more than one post shall submit separate applications and pay separate application processing fee.
- Candidates already in service of a Government / Semi-Government Department or an Autonomous body must submit a copy of NOC along with application form by the due date, otherwise their applications shall not be entertained, advance copy of application without NOC will not be entertained.
- Applications will be received only through registered mail / courier etc. by hand applications will not be accepted.
- 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, submit each application in a separate envelope, do not combine multiple applications in a single envelope.

**2. The University reserves the rights:**

- Not to fill / withdraw any advertised post / withhold the appointment against any post, or consider a person for appointment in a lower cadre against the post advertised.
- To shortlist the candidates on the basis of academic qualifications and experience. Only short-listed candidates will be called for interview.
- To increase or decrease the number of vacancies as per availability of budget.
- Nature of posts can be changed according to the need of the University.
- 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 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**

**6. The applications complete in all respects must reach office of the undersigned latest by (Monday) July 08, 2024. Incomplete applications / 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](http://www.gscwu.edu.pk)