



GOVERNMENT COLLEGE UNIVERSITY HYDERABAD

(Administrative Positions)

Applications are invited from interested candidates on the prescribed form to be accompanied with attested photocopies of all relevant documents and **Demand Draft / Pay Order of Rs.2000/- (non-refundable)** as processing fee in favour of the **Director Finance, Government College University Hyderabad** and should reach undersigned on or before **15-03-2023** for the posts mentioned below. *The prescribed application form(s) can be downloaded from the website www.gcu.edu.pk/career or can be obtained from Office of the HR, Government College University Hyderabad.*

Sr. No.	Name of the Post	Qualification & Experience
01	Data Analyst (QEC) BPS-16	The candidate should have First class Master/4 Years Bachelor's Degree in Statistics/ TQM/ Computer Science/ IT/ Business Administration/ Engineering from HEC recognized Institute/ University. Minimum of 3-4 years of experience in the relevant field is mandatory. The candidate should have proven experience in Data Entry, Data Compilation, and data analysis. High proficiency in the use of relevant professional computer packages like MS Office, Excel, and SPSS is essential. The candidate having experience of working in the Quality Enhancement Cell would be given preference.
04	Driver (BPS-05)	Possessing a Valid LTV and HTV Driving license with five years experience having Intermediate Standard qualification.

INSTRUCTIONS / FURTHER INFORMATION:

- Only the candidates having Sindh Province domicile should apply.
- Candidates serving in Government/Semi-Government and autonomous bodies should apply through proper channel accompanied by NOC from the employer and will be responsible for getting themselves relieved properly from their departments
- Maximum age limit is 45 years till date of closing (age relaxation would be considered as per Govt. policy).
- Incomplete applications i.e. without educational, professional and experience certificates, processing fee etc. or applications received after the specified date or those not eligible shall not be entertained.
- The University reserves the right of cancellation of advertised post(s) partly or as a whole at any stage.
- Only short-listed candidates shall be called for test/interview and ineligible candidates will not be informed.
- No TA/DA will be admissible for appearing at the interview/written test.
- Canvassing in any manner will disqualify candidates.

**Director HR
Government College University
Hyderabad**