



## GOVERNMENT COLLEGE UNIVERSITY HYDERABAD

### **(Non-Teaching 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.4000/-(non-refundable)** as processing fee in favour of the **Director Finance, Government College University Hyderabad** and should reach undersigned on or before **30-05-2023** for the posts mentioned below. *The prescribed application form(s) can be downloaded from the website [www.gcuu.edu.pk/career](http://www.gcuu.edu.pk/career) or can be obtained from Office of the HR, Government College University Hyderabad. In case, a candidate has already submitted the Pay Order for these posts against earlier advertisements, he/she doesn't need to submit processing fee but only needs to submit the required documents accordingly.*

Sr. No.	Name of the Post	Qualification & Experience
01	Secretary to the Vice Chancellor (BPS-18)	16 years educations in 2 <sup>nd</sup> Class, or equivalent qualifications from HEC recognized University/ institution with 06 years' experience of Administration /office work in a University/ Board, and or any Government Department. Preference will be given to candidates with higher qualifications. Preference will be given to candidates with working experience in Public Sector Organizations and/or Universities. Strong communication skills with exceptional writing skills. Must be well versed with government protocols of communication. Expert in Microsoft Excel, Word and Power point. <b>Shorthand and Typing Speed of 120/50 w.p.m</b>
02	Purchase Store Officer (BPS-17)	MBA/MPA/M,Com/ Economics/IT/Accounting (16 Years of Education) in Second Class from HEC recognized University/ Institute of repute and having 04 years of post Qualification experience in procurement, Finance, purchase, Store in a University /Government Departments /Autonomous Organization / or any recognized Private Firms and have certification and command over SPPRA Rules, 2010. Experience of Universities shall be given preference.

### **INSTRUCTIONS / FURTHER INFORAMTION:**

- 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.

**HR Department  
Government College University  
Hyderabad**