



UNIVERSITY OF HEALTH SCIENCES LAHORE

SITUATION VACANT FOR CONTINGENT PAID STAFF

The University of Health Sciences wants to engage the services of the following staff for 89 days under ILEM-PMU project 2022-2023:

| Sr. | Name of Position | No. of Vacancies | Qualification |
|-----|--|------------------|--|
| 1 | Data Entry Operator on work charge basis | 03 | Graduate from HEC recognized University with knowledge of computer having typing speed 40 w.p.m. who can operate Word, Excel and other related software packages with minimum 03 years experience in a recognized organization |
| 2 | Naib Qasid on work charge basis | 01 | Matric having know-how of office decorum |

Terms & Conditions:

- 1) Recruitment will be made in terms of Sr. No. 1(5) of Part – I of Second Schedule of The Punjab Delegation of Financial Powers Rules, 2016 and Service Statutes of UHS 2005.
- 2) The work charge employee has no right of regularization and his services can be terminated any time without assigning any reason.
- 3) Only shortlisted candidates will be called for interview.
- 4) The appointment will be initially for a period of 89 days.
- 5) The selected candidates can be posted at any campus of the university (City & Jinnah Campus KSK).

HOW TO APPLY:

- 1) The application process shall consist of two phases:
 - a. Online submission
 - b. Manual submission
- 2) The candidate shall fill an online form available at UHS website (<http://forms.uhs.edu.pk/jobs>)
- 3) Applicant should fill the form carefully; complete the application by entering personal information, educational Information, experience, etc. Once the form is submitted, the candidate shall not be able to edit it.
- 4) The candidate should get a print of the online filled form by clicking “**DOWNLOAD AND PRINT**” button. If the facility of downloading and printing is not available at that time, the candidate can access his/her form any other time by clicking “**SEARCH**” button.
- 5) The print out of filled form, along with the attested copies of certificates, testimonials, CNIC and passport size colored photographs, original bank challan / DD / PO of paid processing fee must reach the office of **Deputy Registrar (Admin & Coord), Room # 16**, University of Health Sciences, Khayaban-e-Jamia Punjab, Lahore, by post or by hand on or before **19.05.2023** during working hours.
- 6) It shall be mandatory for the candidate to complete both phases of form submission, i.e., online and manual.
- 7) No TA/DA shall be admissible.

REGISTRAR

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