



UNIVERSITY OF HEALTH SCIENCES LAHORE

SITUATION VACANT

The University of Health Science (UHS) Lahore is the first ever dedicated Medical University established in public sector, by Government of Punjab which offers a congenial working environment with excellent opportunity for personal and professional growth. It is an equal opportunity employer. The University invites applications from eligible candidates for UHS following Posts: -

ADMINISTRATIVE POSITIONS

Sr.	Name of Position Department	No. of Vacancies	Qualification & Post Qualification Experience
1	Registrar (BPS-20)	01	MBBS / BDS with • FCPS / MD / MS OR • Experienced Administrator from Public Service. OR • M.A / M.Sc / MBA / MPA from HEC recognized institutions. Preference will be given to highly qualified person i.e. PhD, M.Phil With 15 years teaching / administrative experience
2	Controller of Examinations (BPS-20)	01	MBBS / BDS with • FCPS or equivalent OR • M.A / M.Sc / MBA / MPA from HEC recognized institutions. Preference will be given to the highly qualified persons i.e. PhD. With 10 years teaching / administrative experience.
3	Deputy Controller of Examinations (BPS-18)	08	M.A. / M.Sc. / MPA / MBA from HEC recognized University with 5 years administrative experience. OR MBBS with 5 years teaching / administrative experience.
4	Assistant Registrar (BPS-17)	18	M.A. / M.Sc. / MPA / MBA / MBBS from HEC recognized University with 5 years administrative experience. Preference will be given to those who have reasonable experience of computer programming and with good knowledge of important software packages.
5	Budget & Accounts Officer (BPS-17)	03	M.Com. having 8 years experience OR with SAS and 8 years experience in Audit and Accounts.
6	Registration Officer (BPS-16)	11	MCS / MBA with at least 2nd Division from HEC recognized University and 2 years experience in relevant field in and academic institution. Having good computer knowledge preferably in tools like MS-Office, Corel Draw, Adobe Photoshop etc.
7	Cook (BPS-02)	01	Middle having minimum 5 years relevant experience.
8	Gardner (Mali) (BPS-01)	10	Minimum with 3 years relevant experience.
9	Waiter (BPS-01)	03	Middle having minimum 3 years relevant experience of working.
10	Tea Boy (BPS-01)	01	Middle , having know-how of office decorum.

UHS (City & Jinnah Campus)

IMPORTANT

- Those having foreign qualifications are required to submit equivalence certificate issued by Higher Education Commission, Pakistan.
- Controller of Examinations & Registrar shall be appointed in accordance with UHS Ordinance, 2002.
- For posts at serial No. 3 and 4, preference will be given to those having experience in a reputable Public Sector Medical University / Institution.
- Only shortlisted candidates will be called for interview.
- No TA/DA shall be admissible.
- The appointment shall be subject to Police Verification and other checks including references, educational and professional.
- Applications that are incomplete (in any way) or received after due date shall not be entertained.
- Age of applicant should not be more than 55 years on the last date of submission of application.
- University reserves the right to increase or decrease the number of posts without any notice.
- Applicants working in Public Sector Organization / Department must apply through proper channel.
- The selected candidates will be governed by the UHS Service Statutes and Rules / Regulations amended from time to time.

HOW TO APPLY:

- The application process shall consist of two phases:
 - Online submission
 - Manual submission
- The candidate shall fill an online form available at UHS website (<http://forms.uhs.edu.pk/jobs>)
- Before applying online, the candidate through bank challan at National Bank of Pakistan, Sheikh Zayed Hospital Branch Lahore (A/C # 3164498127) OR deposit the same amount in University's online account (PK53NBPA1707003164498127) under Account Title: "CE UHS". The applicant shall enter the number of his/her bank challan / online transaction on his / her online application form. The detail of the amount is as below:
 - BPS 17 & Above = **Rs.1000/-**
 - BPS 11 to 16 = Rs. 500/-
 - BPS 05 to 10 = Rs. 300/-
 - BPS 01 to 04 = No processing fee
- 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.
- 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.

- 6) 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 **Assistant Registrar (Admin & Coord)** University of Health Sciences, Khayaban-e-Jamia Punjab, Lahore, by post or by hand on or before 25-11-2022 during working hours.
- 7) It shall be mandatory for the candidate to complete both phases of form submission, i.e., online and manual.

Last date for submission of applications is, 25-11-2022.

REGISTRAR

University of Health Sciences,
Khayaban-e-Jamia Punjab, Lahore-54600
24/7 Helpline# 042-111-333-366



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