



UNIVERSITY OF HEALTH SCIENCES LAHORE

SITUATION VACANT

The University of Health Science (UHS) Lahore is a public sector organization 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 having domicile of Punjab for the following posts: -

Sr.	Name of Position	No. of Vacancies	Required Qualification & Post Qualification Experience
1	Budget & Accounts Officer (BPS-17)	04	Master's degree or BS Hons. in 2 nd Division in Commerce or Accounting & Finance or Banking & Finance or Business Administration (Finance) or ACCA or CA (Inter) from a university recognized by Higher Education Commission.
2	Database Administrator (BPS-17)	01	i. Master's Degree (second division or grade- B) in Computer Science or Information Technology or four years Bachelor's Degree (second division or grade-B) in Computer Science or Information Technology from a recognized University; and ii. Three years' experience of database administration; or troubleshooting
3	System Network Administrator (BPS-17)	02	i. Master's Degree (second division or grade- B) in Computer Science or Information Technology or four years Bachelor's Degree (second division or grade-B) in Computer Science or Information Technology from a recognized University; and ii. Three years' experience of network or system administration; or troubleshooting
4	Software Engineer (BPS-17)	03	i. Master's degree (second Division in Software Engineering or Computer Science or Information Technology from a university recognized by HEC OR Four Years Bachelor's degree (second division) in Software Engineering or Computer Science or Information Technology from a university recognized by HEC; and ii. Three years' post qualification experience in software or network administration or troubleshooting in a reputable public or private organization
5	Web Master / Assistant Software Engineer (BPS-16)	01	i. Bachelor's degree (first division or Grade-B) in Software Engineering or Computer Science or Information Technology from a university recognized by the HEC; and ii. One year's post qualification experience in software or network administration or troubleshooting in a reputable public or private sector organization.
6	Registration Officer (BPS-16)	13	MCS/MBA or equivalent with at least 2 nd Division from HEC recognized university and 2 years' experience in relevant field in an academic institution. Having good computer knowledge preferably in tools like MS Office, Coral Draw, Adobe Photoshop etc
7	Data Entry Operator (BPS-11)	16	Graduate from HEC recognised University with knowledge of computer having typing speed 40 w.p.m. who can operate Word, Excel, Power Point and other related software packages like Corel Draw, Photoshop etc.

HOW TO APPLY:

- The candidate can fill the application form available on the UHS website i.e. www.uhs.edu.pk.
- The candidate can pay the prescribed fee 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 write the number of his/her bank challan / online transaction on his / her application form. The detail of the amount is as below:
 - BPS 11 to 16 = **Rs. 500/-**
 - BPS 17 & Above = **Rs.2000/-**
- Applicant should fill the form carefully; complete the application by writing personal information, educational information and experience etc.
- 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 **Human Resource Department, Room # 42**, University of Health Sciences, Khayaban-e-Jamia Punjab, Lahore, by post (in-person applications will not be entertained) on or before 17.10.2023 during working hours.
- The date of interview will be communicated to the eligible/ shortlisted candidates.

IMPORTANT:

- For the Administrative Positions, the preference will be given to those having experience in a reputable Public Sector Medical University / Institution.
- The equivalent qualification means the same qualification in the level of same subject.
- All appointments are contract based.
- For administrative positions of BPS-11 to BPS-17, a written test will be conducted. The date and time of test along with the list of eligible candidates will be displayed on UHS website (www.uhs.edu.pk) later on.
- Only shortlisted or those who will qualify the written test will be called for interview.
- No TA/DA shall be admissible.
- The selected candidates can be posted at any campus of the University (City & Jinnah Campus KSK).
- 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.
- Only Punjab domiciled can apply.
- 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.

Last date for submission of application is 17th October, 2023.

REGISTRAR

University of Health Sciences,
Khayaban-e-Jamia Punjab, Lahore-54600
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