

**SITUATION VACANT**

The University of Health Science Lahore is an equal opportunity employer, offering a congenial working environment with excellent opportunity for personal and professional growth, invites applications for the following posts on Contract and Daily Wages basis: -

Sr. #	Name of the Post	Pay Scale/ Grade	No. of Posts	Qualification & Post Qualification Experience
<b>ADMINISTRATIVE POST</b>				
1	Assistant Registrar	BPS-17	01	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.
2	Registration Officer	BPS-16	03	MCS / MBA with at least 2 <sup>nd</sup> Division from HEC recognised University and two years' experience in relevant field in an academic institution. Having good computer knowledge preferably in tools like MS-Office, Corel Draw, Adobe Photoshop etc.
3	Security Supervisor (Care Taker)	BPS-11	01	Ex-Army Personnel. A retired JCO from fighting / supporting Arms with minimum 24 years colour service.
4	Data Entry Operator	BPS-11	01	Graduate from HEC recognized University with knowledge of computer having typing speed 40 w.p.m. who can operate World, Excel, Power Point and other related software packages like Corel Draw, Photoshop etc.
5	Computer Operator	BPS-10	01	Intermediate, with computer knowledge having typing speed 40 w.p.m. and able operate word, excel, powerpoint.
6	Security Guard / Security Specialist	BPS-06	01	Ex-Army Personnel having atleast 15 years of colour service in fighting supporting Arms.
7	Dak Helper	BPS -02	02	Matric with minimum two years' experience in office work.
<b>MINORITY POST</b>				
8	Security Guard / Security Specialist	BPS -06	01	Ex-Army Personnel having atleast 15 years of colour service in fighting supporting Arms.
9	Hcad Mali	BPS -02	01	Minimum ten years relevant experience.

**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 must deposit a process fee (**non - refundable**), through bank challan at National Bank of Pakistan, Sheikh Zayed Hospital Branch Lahore (A/c # 3164498127) or get a pay order / demand draft of the same amount in the name of Treasurer, University of Health Sciences Lahore. The candidate shall enter the number of his/her bank challan / DD/ PO in his / her online form. The detail of the amount is as below:
  - BPS 1 – BPS 04 = no processing fee
  - BPS 5 – BPS 11 = Rs. 300/-
  - BPS 12 - BPS 16 = Rs. 500/-
  - BPS 17 & Above = Rs. 1000/-
- Applicant should fill the form carefully, complete the application by entering personal information, educational information, experience, etc. Once the form is submitted, the candidate cannot 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.
- The print out of filled form, along with the attested copies of certificates, testimonials, CNIC and passport size colored photographs, must reach the office of **Director (Admin & Coord)** University of Health Sciences, Khayaban-e-Jamia Punjab, Lahore, by post or by hand on or before 12-08-2021, during working hours.
- It shall be mandatory for the candidate to complete both phases of form submission, i.e., online and manual.

**IMPORTANT**

- Those having foreign qualifications are required to submit equivalence certificate issued by the concerned authorities.
- Only Shortlisted candidates will be called for interview.
- No TA/DA shall be admissible.
- The appointment will be subject to Police Verification and other checks including references, educational and professional.
- Applications that are incomplete (in any case) or received after due date shall not be entertained.
- The age should not be more than 55 years on 12-08-2021.
- The individual appointed against the post of Security Supervisor Sr#3 will work as care taker under department of Administration & Coordination.
- Applicants already working Government / Semi-Government Organizations / Autonomous Bodies should apply through proper channel.
- The selected candidates will be governed by the UHS Service Statues and Rules / Regulations amended from time to time.

**Registrar**  
**University of Health Sciences**  
**Khayaban-e-Jamia Punjab, Lahore**  
**Ph: 99231304-09, UAN:111-33-33-66, Ext 354**  
**Fax: 99230870 Website: [www.uhs.edu.pk](http://www.uhs.edu.pk)**