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	Deputy Controller of Examinations (BPS-18)	03	M.A. / M.Sc. / MPA / MBA or equivalent from HEC recognized University with 5 years administrative experience OR MBBS with 5 years teaching / administrative experience.
2	Assistant Registrar (BPS-17)	03	M.A./M.Sc./MPA/MBA/MBBS or equivalent from HEC recognised 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.
3	Research Associate (BPS-17)	01	M.Phil or equivalent in the relevant subject from a recognized College / University.
4	Public Relation Officer (BPS-17)	01	Master's Degree or equivalent in Journalism from a recognised University having atleast 4 years' experience in the relevant field, should be fluent in English and fully conversant with adequate knowledge of the responsibilities.
5	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
6	System Network 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 network or system administration; or troubleshooting
7	Software Engineer (BPS-17)	01	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
8	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.
9	Registration Officer (BPS-16)	12	MCS/MBA or equivalent with at least 2nd 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
10	Assistant (BPS-16)	05	Graduate (second division) from a recognized University.

HOW TO APPLY:
1) The candidate can fill the application form available on the UHS website i.e. www.uhs.edu.pk .
2) The candidate can pay the prescribed fee through bank challan available on the "fms.uhs.edu.pk" at any branch of Bank of Punjab (BOP). The applicant shall attached his/her bank challan with his / her application form. The detail of the amount is as below:
   a. BPS-16 = **Rs. 500/-**
   b. BPS-17 & Above = **Rs.2000/-**
3) Applicant should fill the form carefully; complete the application by writing personal information, educational Information and experience etc.
4) 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 Section, University of Health Sciences, Khayaban-e-Jamia Punjab, Lahore, by post (in-person applications will not be entertained) on or before 24.04.2024 during working hours.
5) The date of interview will be communicated to the eligible/ shortlisted candidates.

IMPORTANT:
1) For the Administrative Positions, the preference will be given to those having experience in a reputable Public Sector Medical University / Institution.
2) For posts at sr# 1,2,3,4,5,6 and 7, age of applicant should not be more than 55 years and for all other posts the age must be 25 to 40 years on the last date of submission of application, however age relaxation will be granted as per existing government policy.
3) The equivalent qualification means the similar qualification in the level of same subject.

4) Posts at sr # 9 and 10are contract based appointment against temporary posts likely to become permanent seats.
5) For administrative positions of BPS-16 to BPS-18, a written test / Technical Assessment Test / Performance Evaluation will be conducted (where applicable). The list of shortlisted candidates on the basis of written test / Technical Assessment Test / Performance Evaluation will be displayed on UHS website (www.uhs.edu.pk) later on.
6) Only shortlisted or those who will qualify the written test / Technical Assessment Test / Performance Evaluation will be called for interview.
7) No TA/DA shall be admissible.
8) The selected candidates can be posted at any campus of the University (City & Jinnah Campus KSK).
9) Applications that are incomplete (in any way) or received after due date shall not be entertained.
10) Only Punjab domiciled candidates can apply.
11) University reserves the right to increase or decrease the number of posts without any notice
12) Applicants working in Public Sector Organization / Department must apply through proper channel.

Last date for submission of application is 24th April, 2024.

REGISTRAR
University of Health Sciences,
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