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 on contract basis:

Sr.	Name of Position	No. of Vacancies	Required Qualification & Post Qualification Experience
1	Registration Officer / Sorting Officer (BPS-16)	09	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.
2	Assistant Accounts Officer (BPS-16)	01	B.Com (2nd Division) or equivalent qualification from a University or Institution recognized by HEC with 5 years' experience as Assistant Accounts Officer in a reputable organization or institution.
3	Web Master / Assistant Software Engineer (BPS-16)	02	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.
4	Software Engineer (BPS-16)	01	BCS from HEC recognized University, preferably having one year experience. Should have good communication and technical skills. Good knowledge of current leading software development tools and operating system. Ability to write technical reports and to communicate effectively, both orally and in writing.
5	Chef (BPS-15)	02	Higher Secondary School Certificate (Second Division) from a recognized Board and has seven years' relevant experience as Chef in a leading hotel, reputed restaurant or Government Organization. OR Secondary School Certificate (Second Division) from a recognized Board; and (a) One year certificate or diploma in culinary arts from a recognized institute or Board and has three years' experience as Sous Chef in a leading hotel, reputed restaurant or Government organization; or (b) Has a certificate in Cookery from a recognized board and has seven years' experience as Sous Chef in a leading hotel, reputed restaurant or Government Organization; or (c) Has ten years' experience as Chef in a leading hotel, reputed restaurant or Government Organization.
6	Bakery Chef (BPS-15)	01	Higher Secondary School Certificate (second division) from a recognized Board and has seven years' experience as Pastry Chef in a leading hotel, reputed restaurant or Government organization. OR Secondary School Certificate (second division) from a recognized Board; and (a) Has a certificate in Baking and Pastisserie from a recognized institute or Board and has five years' experience as Pastry Chef in any five star hotel, leading hotel, reputed restaurant or Government Organization; or (b) Ten years' experience as Pastry Chef in any five star hotel, leading hotel, reputed restaurant or Government Organization.
7	Hostel Warden (BPS-14)	03	Graduation from a recognized University with at least five years' experience as House Keeper in any renowned Medical University, Government Institution or hostel, where about 250 or more persons reside.
8	Cashier (BPS-11)	01	B.Com with at least 2nd Division and 5 years' experience as cashier in a reputable organization or institution.
9	Data Entry Operator (BPS-11)	04	Graduate from HEC recognized University in Computer Science with 1 year relevant experience in a reputable organization or institution.
10	Security Supervisor (BPS-11)	02	Ex-Army Personnel. A retired JCO from fighting / supporting Arms with minimum 24 years colour service.
11	Telephone Supervisor (BPS-11)	01	i. Matric with science from a recognized board and; ii. Three years Diploma of Associate Engineer from Technical Board or an equivalent qualification from any recognized institute with one year experience as Telephone Supervisor in a reputable organization or institution.
12	Senior Cameraman (BPS-09)	02	F.Sc with three years technical experience as cameraman in a reputable organization or institution.

13	Audio Visual Operator (BPS-08)	01	i. Matric with science from a recognized Board and; ii. Diploma or training certificate from a recognized Institute / registered Organization with three years' experience as audio visual operator in a reputable organization or institution..
14	Security Guard (BPS-06)	03	Ex-Army Personnel having at least 15 years of colour service in fighting supporting Arms.
15	Telephone Operator (BPS-05)	03	F.A. with minimum 2-3 years as Telephone Operator in a reputable organization or institution..
16	AC Mechanic (BPS-03)	03	Secondary School Certificate (second division) from a recognized board and have one year certificate or diploma from the Board of Technical Education in AC Mechanic.
17	Book Binder (BPS-02)	01	Middle with 5 years experience as Book Binder in a reputable organization or institution.
18	Audio Visual Attendant (BPS-02)	02	Matric or an equivalent qualification from a recognized board with one year experience as Audio Visual Attendant in a reputable organization or institution.
19	Head Janitor (BPS-02)	01	Minimum 10 years relevant experience in a reputable multinational organization or institution.
20	Waiter (BPS-01)	01	Middle having minimum 3 years experience as Waiter in a reputable organization or institution.
21	Naib Qasid (BPS-01)	02	Middle, preferably Matric, having know-how of office decorum.
22	Gardener / Mali (BPS-01)	04	Middle with 3 years experience as Gardener / Mali in a reputable organization or institution.
23	Lift Operator (BPS-01)	01	Literate with one year experience as Lift Operator in a reputable organization or institution.
24	Janitor (BPS-01)	70	Middle with 3 years experience as Janitor in a reputable organization or institution..

IMPORTANT

1) For all above posts, a written test /technical test/typing test and performance evaluation test will be conducted and only eligible candidates who will qualify the written test /technical test/typing test and performance evaluation test will be called for interview.
2) Preference will be given to those having experience in a reputable Public Sector Medical University / Institution.
3) At the time of interview age of applicant should not be more than 55 years.
4) The equivalent qualification means the similar qualification in the level of same subject.
5) No TA/DA shall be admissible.
6) The selected candidates can be posted at any campus of the University (City & Jinnah Campus KSK).
7) Incomplete applications or applications received after due date will not be entertained.
8) Only Punjab domiciled candidates can apply.
9) University reserves the right to increase or decrease the number of posts without any notice
10) Applicants working in Public Sector Organization / Department must apply through proper channel.

HOW TO APPLY:

11) The application process shall consist of two phases:
    a. Online submission
    b. Manual submission
12) The candidate shall fill an online form available at UHS website (http://forms.uhs.edu.pk/jobs)
13) 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.
14) 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.
15) 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. BS 01 to 04 = **Rs.100/-**
    b. BS 05 to 16 = **Rs. 500/-**
16) The print out of Filled form, along with the attested copies of certificates, testimonials, CNIC, domicile and passport size colored photographs, original bank challan paid processing fee must reach the Office of Deputy Registrar (HR), Room # 12, University of Health Sciences, Khayaban-e-Jamia Punjab, Lahore, by post or by hand submission at Diary & Dispatch Section, University of Health Sciences, Lahore on or before 14.11.2024 during working hours.

Last date for submission of application is 14th November, 2024

REGISTRAR
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