



# 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 online applications from eligible candidates for the following posts on temporary basis: -

Sr.	Name of Position	No. of Vacancies	Qualification & Post Qualification Experience
01	Registration Officer (BPS-16)	01	MCS / MBA with at least 2nd 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.
02	Data Entry Operator (BPS-11)	17	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
03	Book Binder (BPS-02)	03	Middle with 5 years' experience in the field.
04	Naib Qasid (BPS-01)	05	Middle, preferably Matric having know-how of office decorum.

### **Important Note:**

- 1) The candidates are required to submit their applications online through the **Online Job Portal** (<https://fhp.uhs.edu.pk/>). Hard copies or manual applications shall **NOT** be accepted.
- 2) It shall be the responsibility of the candidate to submit his/her online application correctly and completely. He/she shall also upload all required documents and certificates in prescribed format with his/her application. The application once submitted shall be considered final and no request for editing of particulars or change of documents/certificates shall be entertained subsequently.
- 3) For positions at Sr#1 & 2, please deposit a processing fee of **Rs. 500/-** (Non-refundable) 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. No fee is required for positions at Sr#3 & 4.
- 4) **Appointments shall be made on temporary basis for a period of Six (6) Months.**
- 5) Those having foreign qualifications are required to submit Equivalence Certificate issued by Higher Education Commission, Pakistan.
- 6) University reserves the right to post the selected candidates at any campus of University (City & Jinnah Campus KSK).
- 7) No TA/DA shall be admissible for Interview.
- 8) Incomplete applications shall not be entertained.
- 9) Age of applicant should not be more than 55 years on the last date of submission of application.
- 10) Applicants working in Public Sector Organization / Department must apply through proper channel.
- 11) The selected candidates shall be governed by the UHS Service Statutes and Rules / Regulations amended from time to time.

**Last date for submission of application is 25.02.2022 (by 05:00 PM).**

### **REGISTRAR**

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



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