



SITUATION VACANT FOR CONTINGENT PAID STAFF

The University of Health Sciences wants to engage the services of the following staff for 89 days under ILEM-PMU project 2022-2023:

Sr.	Name of Position	No. of Vacancies	Qualification
1	Data Entry Operator on work charge basis	03	Graduate from HEC recognized University with knowledge of computer having typing speed 40 w.p.m. who can operate Word, Excel and other related software packages with minimum 03 years experience in a recognized organization
2	Naib Qasid on work charge basis	01	Matric having know-how of office decorum

Terms & Conditions:

- 1) Recruitment will be made in terms of Sr. No. 1(5) of Part – I of Second Schedule of The Punjab Delegation of Financial Powers Rules, 2016 and Service Statutes of UHS 2005.
- 2) The work charge employee has no right of regularization and his services can be terminated any time without assigning any reason.
- 3) Only shortlisted candidates will be called for interview.
- 4) The appointment will be initially for a period of 89 days.
- 5) The selected candidates can be posted at any campus of the university (City & Jinnah Campus KSK).

HOW TO APPLY:

- 1) The application process shall consist of two phases:
 - a. Online submission
 - b. Manual submission
- 2) The candidate shall fill an online form available at UHS website (<http://forms.uhs.edu.pk/jobs>)
- 3) 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.
- 4) 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.
- 5) 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 **Deputy Registrar (Admin & Coord), Room # 16**, University of Health Sciences, Khayaban-e-Jamia Punjab, Lahore, by post or by hand on or before **19.05.2023** during working hours.
- 6) It shall be mandatory for the candidate to complete both phases of form submission, i.e., online and manual.
- 7) No TA/DA shall be admissible.

REGISTRAR

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