



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 for the following posts: -

Sr.	Name of Position	No. of Vacancies	Qualification & Post Qualification Experience
DEPARTMENT OF BIOMEDICAL JOURNALISM & RESEARCH			
01	Research Associate (BPS-17)	01	M.Phil or equivalent in the relevant subject from a recognized College / University.
02	Public Relation Officer (BPS-17)	01	Master's Degree 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.*
03	Data Entry Operator (BPS-11)	02	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.

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 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. The detail of the amount is as below:
 - BPS 11 = **Rs. 500/-**
 - BPS 17 = **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 shall not be able to 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, original bank challan / DD / PO of paid processing fee 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 05.08.2022 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 Higher Education Commission, Pakistan.
- BPS appointments are contract based.
- Only shortlisted candidates will be called for interview.
- * Preference will be given to those having experience of working in an English language Medical Journal.
- No TA/DA shall be admissible.
- University reserves the right to post the selected candidates at any campus of university (City & Jinnah Campus KSK).
- The appointment shall be subject to Police Verification and other checks including references, educational and professional.
- Applications that are incomplete (in any way) or received after due date shall not be entertained.
- Age of applicant should not be more than 55 years on the last date of submission of application.
- Applicants working in Public Sector Organization / Department must apply through proper channel.
- The selected candidates will be governed by the UHS Service Statutes and Rules / Regulations amended from time to time.

Last date for submission of application is Friday, 5th August, 2022.

REGISTRAR

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



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