



UNIVERSITY OF HEALTH SCIENCES LAHORE

SITUATION VACANT

The University of Health Science Lahore is an equal opportunity employer, offering a congenial working environment with excellent opportunity for personal and professional growth, invites applications for the following post: -

Sr. #	Name of the Post	Pay Scale/ Grade	No. of Posts	Qualification & Post Qualification Experience
1	Controller of Examinations	20	01	FCPS or equivalent with 10 years teaching / administrative experience. OR M.A / M.Sc / MBA / MPA from HEC recognised institutions with sufficient relevant experience. Preference will be given to the highly qualified persons i.e. PhD.

HOW TO APPLY:

- 1) The application process shall consist of two phases:
 - i. Online submission
 - ii. Manual submission
- 2) The candidate shall fill an online form available at UHS website (<http://forms.uhs.edu.pk/jobs>)
- 3) Before applying online, the candidate must deposit a process fee (**non - refundable**), of Rs. 1000/- through bank challan at National Bank of Pakistan, Sheikh Zayed Hospital Branch Lahore (A/c # 3164498127) or get a pay order / demand draft of the same amount in the name of Treasurer, University of Health Sciences Lahore. The candidate shall enter the number of his/her bank challan / DD/ PO in his / her online form.
- 4) Applicant should fill the form carefully, complete the application by entering personal information, educational Information, experience, etc. Once the form is submitted, the applicant cannot edit it.
- 5) The applicant 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 applicant can access his/her form any other time by clicking "search" button.
- 6) 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 **Director (Admin & Coord)** University of Health Sciences, Khayaban-e-Jamia Punjab, Lahore, by post or by hand on or before **18.05.2021** during working hours.
- 7) It shall be mandatory for the applicant to complete both phases of form submission, i.e., online and manual.

IMPORTANT

- 1) Only shortlisted applicant will be called for interview.
- 2) No TA/DA shall be admissible.
- 3) The appointment will be subject to Police Verification and other checks including references, educational and professional.
- 4) Applications that are incomplete (in any case) or received after due date shall not be entertained.
- 5) The age should not be more than 55 years on **18.05.2021**.
- 6) Applicants already working Government / Semi-Government Organizations / Autonomous Bodies should apply through proper channel.
- 7) The selected candidates will be governed by the UHS Service Statues and Rules / Regulations amended from time to time.

Registrar

University of Health Sciences

Khayaban-e-Jamia Punjab, Lahore

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