

روزنامہ نوائے وقت

**RAWALPINDI MEDICAL UNIVERSITY,
RAWALPINDI**

JOB OPPORTUNITIES

Applications are invited from male and female candidates having Punjab Domicile for appointment against the following posts on contract basis for one year (extendable on performance basis). Last date for submission of application is 10-03-2022:-

| S. No. | Name of post | Pay Scale / Grade | No. of Posts | Age Limit in years | Required Qualification & Experience |
|--------|--|-------------------|--------------|--------------------|---|
| 1. | Registrar | 20 | 01 | 50 years | <ul style="list-style-type: none"> MBBS with PhD/FCPS/MS/MD or equivalent qualification from HEC recognized institute with minimum 10 years teaching/administrative experience in a medical college/university recognized by HEC. OR MBBS with Medical Diploma or M.Phil/MPH/MBA with 12 years' experience in a medical college/university recognized from HEC. OR MBBS with 17 years of administrative experience in a medical college/university recognized by HEC. Preference will be given to the candidate having teaching/administrative experience in a medical college/university. |
| 2. | Controller of Examination | 20 | 01 | 50 years | <ul style="list-style-type: none"> MBBS with PhD/FCPS/MS/MD or equivalent qualification recognized by HEC with 10 years' experience in teaching/administrative/examination branch of a recognized board/university. OR MBBS with medical diploma or M.Phil/MPH and 12 years' experience in teaching/administrative/Examination Branch in a HEC recognized medical college/university. Preference will be given to the candidate having teaching/administrative/examination branch experience in a medical College/University. OR MAM/MS/MBAM/MS from a university recognized by HEC with 10 years' experience in examination Branch. |
| 3. | Treasurer | 20 | 01 | 50 years | <ul style="list-style-type: none"> a) F.C.A./F.C.M.A with minimum 06-years' experience. OR b) A.C.C.A with minimum 07-years experience. OR c) Masters in Business Administration / Commerce / Economics, with 10-years experience in relevant filed. OR d) A member of Audit and Accounts Service in BS-20. |
| 4. | Director Quality Enhancement Cell | 20 | 01 | 50 years | <ul style="list-style-type: none"> M.S(Total Quality Management)/PhD in relevant discipline from a recognized university/institution by HEC having minimum 10 years experience in different management positions in the field of quality assurance and higher education. Preference will be given to a person having experience in medical education institution. |
| 5. | Director ORIC | 20 | 01 | 50 years | <ul style="list-style-type: none"> PhD in Basic Sciences / Engineering & Information Technology / Management Services from a recognized University / Institution recognized with Higher Education Commission. 10 years academic & research experience in National or International organizations. |
| 6. | Deputy Director QEC | 18 | 01 | 40 years | <ul style="list-style-type: none"> Master Degree (1st Division) / M.S (Total Quality Management) from a recognized University / Institution recognized with Higher Education Commission. Minimum 5 years' service experience in relevant field in BPS-17 and above or equivalent in any Govt./Semi Govt. organization / autonomous body / recognized university. Knowledge of MS office is mandatory. Credit will be given to a person having experience in medical education institution. |
| 7. | Deputy Registrar | 18 | 01 | 40 years | <ul style="list-style-type: none"> MBBS from a recognized medical institution with PhD/FCPS/MPH/MBAM/MS from HEC recognized University with minimum of 5 years administrative experience. Preference will be given to those who have sufficient experience of administration in a medical institution. |
| 8. | Deputy Director Project (Civil) | 18 | 01 | 40 years | <ul style="list-style-type: none"> B.Sc Civil Engineering from HEC recognized University. Preference will be given to M.Sc in Civil Engineering. Minimum 05 years Certified experience in relevant field. Valid registration certificate issued from Pakistan Engineering Council/PM&DC on or before the closing date. Preference will be given to the candidates having experience in a medical institution. |
| 9. | Manager Research Operation & Development | 17 | 01 | 35 years | <ul style="list-style-type: none"> Ph.D in Basic Sciences/Engineering and Information Technology/Management Sciences from a HEC recognized University/Institution. 06 years academic/research experience in National/International organization. OR M.Phil in Basic sciences/Engineering/Information Technology/Management sciences from a recognized university/Institution recognized by HEC. 10 years academic/research experience in national or international organization. OR MAM/MSc from a recognized university/institution recognized by Higher Education Commission. 12 years academic / research experience in national or international organization. |
| 10. | Manager of University Industrial Linkage and Technology Transfer | 17 | 01 | 35 years | <ul style="list-style-type: none"> Ph.D in Basic Sciences/Engineering and Information Technology/Management Sciences from a HEC recognized University/Institution. 06 years academic/research experience in National/International organization. OR M.Phil in Information Technology / Management sciences from a recognized university / Institution recognized by HEC. 10 years academic / research experience in national or international organization. OR MAM/MSc from a recognized university / Institution recognized by Higher Education Commission. 12 years academic / research experience in national or international organization. |

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| 11. | Bio-Statistical Officer | 17 | 01 | 30 years | <ul style="list-style-type: none"> Master's degree in Statistics from a HEC recognized University with minimum of 03 years' experience in calculation and manipulation of data. Preference will be given to those who have sufficient experience of bio-statistical work in a university / degree-awarding institute. |
| 12. | Office Manager (for VC office) | 17 | 01 | 35 years | <ul style="list-style-type: none"> MBBS from a recognized institute OR MA/MS/MBA from HEC recognized Institute. Minimum 05 years' administrative experience in a medical institution recognized by HEC. |
| 13. | Admin Officer for Registrar office | 17 | 01 | 35 years | <ul style="list-style-type: none"> Master Degree in Human Resource Management / Business Administration from HEC recognized University. Minimum 03 years' experience in administration/management in Registrar office. |
| 14. | Admin Officer for Academics Department | 17 | 01 | 35 years | <ul style="list-style-type: none"> Master Degree in Human Resource Management / Business Administration from HEC recognized University. Minimum 03 years' experience in administration/management in Academics. |
| 15. | Research Associate/ Assistant | 16 | 01 | 25-30 years | <ul style="list-style-type: none"> Bachelor degree in Science/Mass Communication/ Commerce or equivalent qualification from an HEC Recognized Institution/University. Having minimum 02 years of experience in Research field of a public sector university. Preference will be given to candidates having experience in a well reputed Medical Institution/University. |
| 16. | Assistant for Purchase Dept. | 16 | 02 | 25-30 years | <ul style="list-style-type: none"> Graduation or equivalent qualification from a recognized university. 02 years' experience in the purchase department in any public sector or private organization. Candidate must have knowledge of PPRA rules & Computer skills. Hands on experience with office automation tools (MS Office etc.) and record keeping management. |
| 17. | Assistant for Registrar Office | 16 | 01 | 25-30 years | <ul style="list-style-type: none"> Graduation or equivalent qualification from a recognized university. 02 years' experience in the relevant field. Must be Computer literate. Hands on experience with office automation tools (MS Office etc.) and record keeping management. Preference will be given to those candidates who have sufficient experience in a recognized medical institution. |
| 18. | Assistant for Examination Dept. | 16 | 02 | 25-30 years | <ul style="list-style-type: none"> Graduation or equivalent qualification from a recognized university. 02 years' experience in the relevant field. Must be Computer literate. Hands on experience with office automation tools (MS Office etc.) and record keeping management. Preference will be given to those candidates who have sufficient experience in a recognized medical institution. |
| 19. | IT Technician (Hardware, Software & General) | 14 | 03 | 18-25 | <ul style="list-style-type: none"> Diploma of Associate Engineering (DAE) in IT, Electrical, Electronics from accredited University/Board/Institution. At least 01 year certified related experience in market preferably in public / private sector. Candidate must have the knowledge of MS Windows Server / User end, Linux and strong ability to trouble shoot the system / Hardware problems. Candidate must have the experience of network as well as hardware related issued. The knowledge of Microsoft office will be a plus. Self-driven with the ability to work with minimum supervision. |

TERMS AND CONDITIONS

- Appointment will be made according to University Rules.
- Final appointment will be subject to the verification of education degree and experience certificate (any expenditure in this regard will be borne by the candidate / employee).
- Applicants having Punjab Domicile are required to submit applications on the prescribed form available at the university website i.e. www.rmur.edu.pk along with attested copies of documents, degree, certificates, CNIC, domicile and fresh passport size colored photographs.
- Application proforma should be filled and submitted in the university office (Room No. 39) Rawalpindi Medical University, New Teaching Block, Inside Holy Family Hospital, Rawalpindi along with a Bank Draft from any National Bank of Pakistan of Rs. 1000/- only in favour of Vice Chancellor, RMU, Rawalpindi.
- The applicants having foreign degree must have PM&DC/PMC/HEC/PEC equivalence certificate.
- Government servants should submit their applications through proper channel.
- It will be the responsibility of the candidate to arrange for the deputation from his/her parent department, if required.
- Only short-listed candidates will be called for interview.
- Authority reserves the right to cancel, increase or decrease the number of posts at any level without assigning any reason.
- Age relaxation for male & female candidates will be given as per Govt. rules.
- All quotas will be observed as per Govt. rules.
- Incomplete application forms will not be entertained.
- No TA & DA will be allowed.
- Last date of submission of application is 10-03-2022.

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