JOB OPPORTUNITY

FATIMA JINNAH MEDICAL UNIVERSITY, LAHORE

Applications are invited from the suitable candidates possessing domicile of Punjab to fill the University created posts for different departments of Fatima Jinnah Medical University, Lahore under the following terms and conditions:

1. Recruitment under Contract Appointment Policy 2004 (amended in 2022) will be followed for contract appointment for a period of three years.
2. Age, qualification and experience as per eligibility criteria.
3. No application will be entertained received after due date.
4. No T.A. / D.A. will be paid to candidates coming for test/ interview.
5. Short-listed candidates will be issued call letter for test / interview.
6. Number of posts may be increased/ decreased according to requirement.
7. Candidates, if already doing Govt./ Semi-Govt. job, should submit their application through proper channel.
8. The vacancies will be filled purely on merit, under academic qualification, experience and progress in interview.
9. The applicants having foreign degree must have HEC equivalence certificate.
10. The Application Form should be filled and submitted through the online portal at https://fjmu.edu.pk/jobs/. Along with a bank draft/pay order of Rs. 2,000/- for Sr. No. 01 to 03 and Rs. 1,500/- for Sr. No. 04 to 10 in favor of the Vice Chancellor, FJMU, Lahore. Sr. No. 11 to 14 can apply through the online portal without a bank draft/pay order. For Sr. No. 15 and 16, please submit the documents by hand along with a handwritten application at the office of the Deputy Registrar Admin.
11. Incomplete application forms will not be entertained.
12. The candidates will apply through online portal **https://fjmu.edu.pk/jobs/**
13. Last date to receive the application is **03.07.2023.**

Sr. #	Name of Post & BPS	No. of Posts	Age Limit	Qualification, Experience & Research Publications
1.	**Associate Professor (Neurosurgery) (BS-20)**	01 Post **(University created)**	30-50 years	**Qualifications & Experience:** Level III qualification or other equivalent qualification in the relevant specialty from an institution or university recognized or registered by the HEC, PMDC or PMC with 5 years teaching experience as Assistant Professor in a university or medical college recognized by HEC, PMDC or PMC Publication of nine (09) research papers in relevant subject, of which seven (07) should be as Assistant Professor, published in standard medical journals recognized by HEC, PMDC or PMC

Sr. #	Name of Post & BPS	No. of Posts	Age Limit	Qualification, Experience & Research Publications
2.	**Additional Controller (Examination) (BS-19)**	01 Post **(University created)**	30-45 years	**Qualifications & Experience:** Ph.D., FCPS, MD, MS or equivalent qualification after MBBS or BDS recognized by HEC with 7 years' experience in teaching, administrative or examination branch of recognized University or board by HEC, PMDC or PMC OR M.Phil., MPH or MBBS, BDS from a university recognized by HEC with 9 years' experience in teaching, administrative or examination branch of recognized university or board by HEC, PMDC or PMC OR MA, MSc, MBA or MCS from a university recognized by HEC with 12 years' experience of the post of BS-17 and above in an examination branch of recognized university or board by HEC
3.	**Deputy Registrar (ACADEMIC-I for post-graduation matters) (BS-18)**	01 Post **(University created)**	25-40 years	MBBS or BDS from a recognized institute with 05 years administrative experience in a medical institution, teaching hospital or university recognized by HEC, PMDC or PMC OR MA, MSc or MBA from recognized institution by HEC with 05 years' administrative experience in Public Sector/ Autonomous Institution/ University/ recognized by HEC.
4.	**Medical Lab Technologist (BS-17)**	01 Post **(University created)**	25-35 years	**Qualification:** B.Sc. (Hons) Medical Lab Technology Degree (second division) in the relevant Allied Health Sciences discipline from a recognized University or Institute Applicant having relevant experience may be preferred.
5.	**Assistant Treasurer (Finance Accounts) (BS-17)**	01 Post **(University created)**	22-40 years	**Qualification:** CA, CMA, ACCA, MBA, M.Com. or equivalent qualification from a university or institution recognized by HEC. **Experience:** Preference shall be given to those who have relevant experience of university and autonomous bodies.
6.	**Assistant Registrar (Undergraduate) (BS-17)**	01 Post **(University created)**	22-40 years	**Qualification:** • MBBS or BDS from a recognized Institution by HEC, PMDC or PMC with 01 year administrative experience OR • MSc, MBA, MCS, MA, M.Com. or equivalent qualification from a recognized institution or university **Experience:** 01 year administrative experience
7.	**Assistant Registrar (Legal) (BS-17)**	01 Post **(University created)**	22-40 years	**Qualification & Experience:** LLB with 03 years post-qualification experience

Sr. #	Name of Post & BPS	No. of Posts	Age Limit	Qualification, Experience & Research Publications
8.	**Purchase Officer (BS-17)**	01 Post **(University created)**	22-35 years	**Qualification:** Master degree (Finance), MBA (Finance), B.Sc. Engineering, Pharm D, M.Com. or equivalent qualification from a university or institution recognized by HEC. **Experience:** Minimum of one year experience in public procurement.
9.	**Computer Programmer/ Software Engineer (BS-17)**	02 Posts **(University created)**	22-35 years	**Qualification:** Bachelor degree (computer science, or information technology) or equivalent qualification from an institution or university recognized by HEC and having knowledge of the major programming languages with 04 years post qualification experience in relevant field of public or private sector organization, company, firm or Government department **Technical Qualification** Having knowledge of Operating System – Linux, Unix, Windows, Mac, Apache, Azure, Programming Languages – C++/ Java, VB (Visual Basic), .Net, C#, VB.net, C#.net, SQL Server, Oracle
10.	**Student Scholarship Assistant (BS-16)**	01 Post **(University created)**	23-30 years	**Qualification:** • Bachelor degree in Social Science/ Communication. Should possess knowledge of ICT and have ability to manage documentation, files and data with minimum 1 year experience • Proficiency in communication, writing and speaking skills • Preference will be given to candidates having excellent Computer skills, especially MS Word, Excel and PowerPoint.
11.	**Accountant (BS-15)**	01 Post **(University created)**	18-25 years	**Qualification:** B.Com or BBA (Accounting/ Finance) 2nd division from a university recognized by HEC. Applicant having relevant experience will be preferred.
12.	**Computer Operator (BS-12)**	04 Posts **(University created**	18-25 years	**Qualification:** ICS from HEC recognized board with knowledge of computer or I.Com/ Intermediate with minimum second division and additional qualification of one year in computer science from recognized institution. Typing speed 30 W.P.M. who can operate word, excel, power point etc. Preference will be given to experience holder in Govt/ semi government/ Autonomous institution.
13.	**Junior clerk (BS-11)**	01 Post **(University created**	18-25 years	**Qualification:** Higher Secondary School Certificate (second division) or equivalent qualification from an institution recognized by the Board with a speed of 25 words per minute in typing on computer in English and proficient in Microsoft Office or any other compatible office application. **Note:** Typing in Urdu at speed of 25 words per minute shall be considered as additional qualification.

Sr. #	Name of Post & BPS	No. of Posts	Age Limit	Qualification, Experience & Research Publications
14.	Data Entry Operator (BS-11)	03 Posts (University created)	18-25 years	**Qualification:** Intermediate from HEC recognized University with knowledge of Computer having typing speed 30 w.p.m. who can operate Word, Excel, Power point and other related software packages like Corel Draw, Photoshop etc.
15.	Driver (BS-04)	03 Posts (University created)	25-30 years	Middle with three years' experience along with LTV/ HTV valid license.
16.	Naib Qasid (BS-01)	04 Posts (University created)	18-25 years	**Qualification:** Middle pass from a school recognized or registered by government.

Registrar
Fatima Jinnah Medical University
Lahore

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FATIMA JINNAH MEDICAL UNIVERSITY, LAHORE

Applications are invited for appointments on Contract Basis against University created posts for a period of three years **at Fatima Jinnah Medical University, Lahore.**

Associate Prof. Neurosurgery (BS-20)	**One Post**
Additional Controller (Examination) (BS-19)	**One Post**
Deputy Registrar (ACADEMIC-I for post-graduation matters) (BS-18)	**One Post**
Medical Lab Technologist (BS-17)	**One Post**
Assistant Treasurer (Finance Accounts) (BS-17)	**One Post**
Assistant Registrar (Undergraduate) (BS-17)	**One Post**
Assistant Registrar (Legal) (BS-17)	**One Post**
Purchase Officer (BS-17)	**One Post**
Computer Programmer / Software Engineer (BS-17)	**Two Posts**
Student Scholarship Assistant (BS-16)	**One Post**
Accountant (BS-15)	**One Post**
Computer Operator (BS-12)	**Four Posts**
Junior Clerk (BS-11)	**One Post**
Data Entry Operator (BS-11)	**Three Posts**
Driver (BS-04)	**Three Posts**
Naib Qasid (BS-01)	**Four Posts**

Interested candidates may download complete particulars of the posts including required qualifications, experience, age, number of posts, terms & conditions etc. from the official website of Fatima Jinnah Medical University and can apply online on or before 03.07.2023 through online portal **https://fjmu.edu.pk/jobs/**.

Registrar
Fatima Jinnah Medical University
Lahore