



# 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 having domicile of Punjab for the following posts on contract basis:

Sr.	Name of Position	No. of Vacancies	Required Qualification & Post Qualification Experience
1	Hostel Warden (BPS-14)	01	Graduation from a recognized University with at least five years' experience as House Keeper in any renowned Medical University, Government Institution or hostel, where about 250 or more persons reside.
2	Data Entry Operator (BPS-11)	04	Graduate from HEC recognized University in Computer Science with 1 year relevant experience in a reputable organization or institution.
3	Security Supervisor (BPS-11)	01	Ex-Army Personnel. A retired JCO from fighting / supporting Arms with minimum 24 years colour service.
4	Security Guard (BPS-06)	02	Ex-Army Personnel having at least 15 years of colour service in fighting supporting Arms.
5	Cook (BPS-02)	03	Middle having minimum 5 years relevant experience.
6	Janitor (BPS-01)	50	As per Specialized Healthcare & Medical Education Department's Notification issued vide No. SO(P-II)/SBD(Outstanding)/2023 (Janitorial), dated 15 <sup>th</sup> August, 2023 should have following requirements: <ul style="list-style-type: none"><li>• Responsible to clean assigned building areas</li><li>• Regularly check premises and perform necessary maintenance tasks</li><li>• Collaborate with other staff members</li><li>• Disinfect commonly used items like desks, door handles, side railings etc</li><li>• Maintain outdoor grounds, cut grass and trim bushes etc</li><li>• Remove debris</li><li>• Empty trash and recycling bins</li><li>• Vacuum, sweep and mop floors</li><li>• Washing and clean windows and mirrors</li><li>• Notify supervisors of unsafe conditions</li><li>• Operate floor scrubbers and other equipment</li><li>• Dust furniture and fixtures</li><li>• Knowledge of safety guidelines when working with chemical cleaners</li><li>• Knowledge various cleaning products and when to use them</li><li>• Follow health and safety regulations</li><li>• Should be medically and physically fit</li></ul>

### **IMPORTANT**

- 1) For all above posts, a written test /technical test/typing test and performance evaluation test will be conducted and only eligible candidates who will qualify the written test /technical test/typing test and performance evaluation test will be called for interview.
- 2) Preference will be given to those having experience in a reputable Public Sector Medical University / Institution.
- 3) For posts at sr# 1,2,3,4,and 5 age of applicant should not be more than 55 years and for post at sr no#6 the age must be 18-45 years on the last date of submission of application.
- 4) The equivalent qualification means the similar qualification in the level of same subject.
- 5) No TA/DA shall be admissible.
- 6) The selected candidates can be posted at any campus of the University (City & Jinnah Campus KSK).
- 7) Incomplete applications or applications received after due date will not be entertained.
- 8) Only Punjab domiciled candidates can apply.
- 9) University reserves the right to increase or decrease the number of posts without any notice
- 10) Applicants working in Public Sector Organization / Department must apply through proper channel.

### **HOW TO APPLY:**

- 11) The application process shall consist of two phases:
  - a. Online submission
  - b. Manual submission
- 12) The candidate shall fill an online form available at UHS website (<http://forms.uhs.edu.pk/jobs>)
- 13) 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.
- 14) 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.

- 15) The candidate can pay the prescribed fee through bank challan available on the “fms.uhs.edu.pk” through ILink or any branch of Bank of Punjab (BOP). The applicant shall attach his/her bank challan with his / her application form. The detail of the amount is as below:
- BS 01 to 04 = **Rs.100/-**
  - BS 05 to 16 = **Rs. 500/-**
- 16) The print out of Filled form, along with the attested copies of certificates, testimonials, CNIC, domicile and passport size colored photographs, original bank challan paid processing fee must reach the Office of Deputy Registrar (HR), Room # 12, University of Health Sciences, Khayaban-e-Jamia Punjab, Lahore, by post or by hand submission at Diary & Dispatch Section, University of Health Sciences, Lahore on or before 13-02-2025 during working hours.

### **REGISTRAR**

University of Health Sciences,  
Khayaban-e-Jamia Punjab, Lahore-54600  
Telephone # 042-99231305



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