



**PEOPLES UNIVERSITY OF MEDICAL & HEALTH SCIENCES
FOR WOMEN, SHAHEED BENAZIRABAD, NAWAB SHAH (SINDH).**

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Peoples University of Medical & Health Sciences for Women, Shaheed Benazirabad invites applications for the following Non-Teaching posts from talented, determined and motivated individuals who desire progress and growth and can meaningfully enhance the progress of this institution. These appointments will be purely on contract basis.

ELIGIBILITY CRITERIA FOR NON-TEACHING POSITIONS

S.#	Designation	Duration	Eligibility Criteria
1	Registrar	03 Years	MBBS OR equivalent Degree duly recognized by HEC/PM&DC OR having Ph.D/Masters in Public Administration. Minimum 15 Years purely administrative experience from Mid to Senior Management Positions (from BPS-17 to BPS-19) including experience as Registrar or equivalent status position in Government/ Public Sector University/ Institute/ Board. The Candidates must be fully conversant with the rules and regulations of administration prevailing in the Government Departments and autonomous organizations. Besides the candidate must have full knowledge of conduct the meetings of statutory bodies, preparation of Agenda & working papers etc. Preference will be given to those having experience in Medical University. Age Limit 65 Years.
2	Director Administration	02 Years	MBBS OR equivalent Degree duly recognized by HEC/PM&DC OR having Ph.D/Masters in Public Administration. Minimum 15 Years purely administrative experience from Mid to Senior Management Positions (from BPS-17 to BPS-19) or equivalent status position in Government/ Public Sector University/ Institute/ Board. The Candidates must be fully conversant with the rules and regulations of administration prevailing in the Government Departments and autonomous organizations. Besides the candidate must have full knowledge of conduct the meetings of statutory bodies, preparation of Agenda & working papers etc. Preference will be given to those having experience in Medical University. Age Limit 65 Years.
3	Controller of Examinations	02 Years	MBBS with Postgraduation in medical subjects duly recognized by PM&DC/HEC with minimum 15 Years Teaching/Administrative experience. OR Ph.D/Masters in Public Administration (Strictly First Class) with 17 Years experience purely related to examinations at Medical Universities/Recognized medical colleges at the level of BPS-17 and above. Age Limit 65 Years.
4	Director Planning & Development	02 Years	At least 2 nd class Masters Degree in Civil/ Business Administration/ Statistics with no 3 rd division in academic career from HEC recognized University/ Institution. Minimum 15 Years post qualification relevant experience in BPS-17 & above in a reputable Public Sector University/ Institute/ Government/ Semi Government/ Autonomous bodies. He shall be responsible for the planning & development of the University and shall present the development plans & proposals to the Finance & Planning Committee and other relevant authorities of the University. Age Limit 65 Years.
5	Director Medical Education	02 Years	MBBS/BDS with Ph.D/ Maters in Medical Education. Minimum 08 Years Teaching Medical Education experience in BPS-17 or above in a University/ Institute/ Government / Semi Government/ Autonomous body/ well reputed private organization/ Institute. Preference will be given to those having experience in Medical University. Age Limit 65 Years.
6	Additional Controller of Examinations 020	02 Years	At least 2 nd Class Masters Degree OR MBBS/ BDS with medical/dental Postgraduation from HEC recognized University with 10 years experience related to examinations in BPS-17 & above in a University/ Institute/ Government / Semi Government/ Autonomous body and being well versed with the rules/ regulations/ legal knowledge related to examination affairs of recognized University would be an additional advantage. Preference will be given to those having experience in Medical University. Age Limit 45 Years.

APPLICATION PROCEDURE:

- **Prescribed Application Forms** may be obtained from the Office of the Registrar, PUMHSW, Nawabshah (SBA) on production of **Demand Draft** amounting to **Rs. 2500/-** (Non-Refundable) issued in favour of **Vice-Chancellor, PUMHSW** (SBA) for each Post or the prescribed Application form can be downloaded from our Website: www.pumhs.edu.pk and Applications may be sent along with all relevant documents to the **Registrar PUMHSW**, (SBA) supported by Original **Demand Draft** amounting to **Rs. 2500/-** (Non-Refundable) issued in favour of **Vice-Chancellor PUMHSW**, Nawab Shah (SBA), through Certified Mail/Courier Service Only. No Postal Transit Delay will be accepted.
- **Application Forms** with Full Particulars **must include** CV, Three (3) Recent Passport Size Photographs, Two sets of Attested Photocopies of relevant Education/Experience/Residential Documents i.e. Domicile PRC/Form "D" and valid CNIC Matriculation Pacca Certificate/Marks Sheet and all other Degrees & Credentials.
- The required Documents are to be submitted at the time of submission of Application Forms and No Further Communication regarding Application will be made after the Due Date.
- Application(s) on Plain Papers and/or Only CV will not be entertained.

LAST DATE FOR SUBMISSION OF APPLICATION: 30th September, 2024.

TERMS & CONDITIONS:

1. Only Sindh Domicile is eligible, for other eligibility criteria please visit our website: www.pumhs.edu.pk
2. Age, Age relaxation will be as per University or Government of Sindh Policy.
3. Incomplete Application (s), in any manner shall NOT be entertained and Canvassing in manner will Dis-qualify the Candidate.
4. All information will be kept confidential.
5. Please clearly mention the name of the post on the right corner of the envelop.
6. University reserves the right to cancel any advertised Post(s) partly or as whole.
7. University reserves the right to reject any or all the applications at any time.
8. Only Short Listed Candidates will be called for further assessment by Selection Board.
9. Those Candidates who are working in Government/Semi-Government/Autonomous Bodies should apply through Proper Channel along with Departmental Permission (NOC) and Advance Copy of the Application Form(s) must also be received in the Office within Due Date. Without NOC candidates will not be entertained by Scrutiny Committee.
10. All documents and experience will be verified and any subsequent false or misleading documents will result in disqualification from the selection process.
11. No TA/DA will be paid for appearing in Written Test/Interview.
12. Women, disable & minority quota will be observed.
13. The pay packages shall be admissible similar to the Govt. BPS already practice at PUMHSW-SBA.
14. The resultant vacant position (s) will be filled by the Selection Board during the process.

The above has been issued under the direction and with the approval of Honorable Vice-Chancellor **PUMHSW**, Nawabshah, (SBA).



REGISTRAR

Peoples University of Medical &
Health Sciences for Women
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