

OFFICE OF THE VICE CHANCELLOR, RAWALPINDI MEDICAL UNIVERSITY,
RAWALPINDI.

No.E-14/ 3728 /RMU,

Dated: 27 July, 2023.

To

The Director General Public Relations
Government of the Punjab
21-Mahmood Ghaznavi Road
Lahore.

Subject: - **PUBLICATION OF ADVERTISEMENT FOR JOB OF UNIVERSITY
STAFF AT RMU, RAWALPINDI.**

Kindly find enclosed herewith six copies of advertisement for job of University Staff of Rawalpindi Medical University, Rawalpindi for publication. It my kindly advertised in economic way in the following newspapers on the same date.

- The Daily Jang, Rawalpindi/ Islamabad
- The Daily News, Rawalpindi / Islamabad.
- The Daily Nawa-i-Waqat, Rawalpindi / Islamabad.

The bill thereof may please be sent to this office in the name of Vice Chancellor, Rawalpindi Medical University, Rawalpindi for arranging payment.

Vice Chancellor
Rawalpindi Medical University
Rawalpindi.

No. & Date Even.

Copy for information to:-

1. The Treasurer, RMU/Allied Hospitals, Rawalpindi.

Vice Chancellor
Rawalpindi Medical University
Rawalpindi.

RAWALPINDI MEDICAL UNIVERSITY

RAWALPINDI JOB OPPORTUNITIES

Applications are invited from male and female candidates having **Punjab Domicile** for appointment against the following Teaching & Non-Teaching posts on contract basis for initially one year (extendable on performance basis). Last date for submission of application is **21-08-2023**: -

S. No.	Name of post	Pay Scale / Grade	No. of Posts	Age Limit in years	Required Qualification & Experience/Research
1.	Professor of following specialties for teaching of post-graduation Program (Ph.D): - <ul style="list-style-type: none">Anatomy (01)Microbiology (01)Chemical Pathology (01)Pharmacology (01)Physiology (01)	20	05	35-50 years	<ul style="list-style-type: none">MBBS or equivalent medical qualification as determined by HEC / PM&DC.Ph.D/FCPS/MD/MS/MDS in respective subject or equivalent qualification as determined by HEC/PM&DC.10 years post M.Phil teaching experience in an HEC recognized University or HEC recognized Medical /Dental College. <p>Note: After 30 June 2015 at least 08 years post PhD level experience in an HEC recognized University or HEC recognized Medical / Dental College.</p> <p>At least 15 research publications (with at least 5 in last five years be published in standard medical journal as approved by the HEC or PM&DC.</p> <p>Note: - Male: 35 to 50 + 5 = 55 years Female: 35 to 50 + 8 = 58 years If none is available then: <ul style="list-style-type: none">General age relaxation will be given to the retired government servants up to 65 years in line with SHC&ME Dept. letter No. SO(AMI)21-415/2016 dated 25-03-2022 and appointment will be made on contract basis for maximum period of three years.</p>
2.	Professor of Medical Education	20	01	Maximum 55 years	<ul style="list-style-type: none">M.B.B.S or equivalent qualification registered by PM&DC/PMC.Ph.D/MD/MS/FCPS/M.Phil or equivalent qualification with Diploma in Medical Education / Health Professional Education or related field recognized by PM&DC/PMC.At least 03 years teaching experience as Associate Professor in the respective subject Or Nine years teaching experience as an Assistant Professor in the respective subject.Six (06) research publications as Associate Professor are required in relevant subject after 31st December 2020. <p>A total of Fifteen (15) research publication in relevant subject, of which three should be during last three years after 31st December 2020.</p>

3.	Professor of Physiotherapy	20	01	35-50 years	<ul style="list-style-type: none"> Ph.D from an HEC recognized Institution in the relevant field. At least 15 years clinical /teaching/research experience in relevant field (including both pre and post PhD experience). 15 publications in HEC or PM&DC recognized journals with at least 5 publications in the last 5 years.
4.	Associate Professor of Medical Education	19	01	30-50 years	<ul style="list-style-type: none"> M.B.B.S or equivalent qualification registered by PM&DC/PMC. Ph.D/MD/MS/FCPS/M.Phil or equivalent qualification <u>with</u> Diploma in Medical Education / Health Professional Education or related field recognized by PM&DC/PMC. 05 years teaching experience as an Assistant Professor in the relevant subject. Seven (07) research publications are required as Assistant Professor in the relevant subject. <p>A total of Nine (9) research publications in relevant subject, of which Seven (07) as Assistant Professor , are required after 31st December 2020.</p>
5.	Assistant Professor of Medical Education	18	01	25-45 years	<ul style="list-style-type: none"> M.B.B.S or equivalent qualification registered by PM&DC/PMC. Ph.D/MD/MS/FCPS/M.Phil or equivalent qualification <u>with</u> Diploma in Medical Education / Health Professional Education or related field recognized by PM&DC/PMC. Two (02) research papers in the relevant field will be required.
6.	Registrar	20	01	Maximum 55 years	<ul style="list-style-type: none"> M.B.B.S with Ph.D/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 M.B.B.S with Medical Diploma or M.Phil/MPH/ MBA with 12 years' experience in a Medical College/University recognized from HEC. Preference will be given to the candidate having Teaching/Administrative experience in a Medical College/University. OR M.B.B.S with 17 years of Administrative experience in a Medical College/University recognized by HEC.
7.	Controller of Examination	20	01	Maximum 55 years	<ul style="list-style-type: none"> MBBS with Ph.D/F.C.P.S/MD/MS or equivalent qualification recognized by HEC with Minimum 10 years' experience in Teaching/ Administrative/ Examination Branch of a recognized University/Board. OR MBBS with medical diploma or M.Phil/MPH and 12 years' experience in a Medical College / University recognized from HEC. Preference will be given to the candidate having experience in Teaching / Administrative / Examination Branch in a medical College/University. OR MA/MSc/MBA/MCS from a university recognized by HEC. Minimum 10 years' Experience in an Examination Branch of University / Board in BS-18 and above.

8.	Treasurer	20	01	Maximum 50 years	<ul style="list-style-type: none"> F.C.A /F.C.M.A with minimum 06-years' experience. OR A.C.C.A with minimum 07-years' experience. OR Master's in Business Administration / Commerce / Economics, with 10-years' experience in relevant filed. OR A member of Audit and Accounts Service in BS-20.
9.	Director ORIC	20	01	50 years	<ul style="list-style-type: none"> Ph.D in Basic Sciences / Clinic Sciences / Engineering & information Technology/ Management Sciences from a University/Institute recognized by Higher Education Commission. 10 years academic/research experience in National or International Organizations.
10.	Director Quality Enhancement Cell	20	01	50 years	<ul style="list-style-type: none"> M.S(Total Quality Management)/PhD in any relevant discipline from a recognized university/ institution recognized with HEC, Minimum 10 years' experience in different management positions in the field of quality assurance / Administration in a HEC recognized University / Institution. <p>Credit will be given to a person having experience in medical education institution.</p>
11.	Director Admin & Coordination	19	01	45 years	<p>MBBS with Ph.D/ FCPS/MD/MS or equivalent qualification recognized by HEC with Minimum 05 years' experience of Administration / HOD in a Public Sector Medical Institution.</p> <p>OR</p> <p>MBBS with medical diploma of M.Phil /MPH from a University recognized by HEC with Minimum 07 years' experience of Administration / HOD in a Public Sector Medical Institution.</p> <p>OR</p> <p>MA/M.Sc/MBA/MCS from a University recognized by HEC with Minimum 09 years' experience of working as In-Charge / HOD in a Public Sector Medical Institution in BS-17 and above.</p>
12.	Director Procurement & Stores	19	01	Maximum 50	<ul style="list-style-type: none"> MS or M.Phil in Management Sciences or Commerce or Economics or equivalent qualification from an institute or a university recognized by the HEC. Eight years post qualification experience OR MBA or M.Com or ACCA or ACMA or M.Sc in Economics (2nd Division) or equivalent qualification from an institute or a university recognized by the HEC; and Ten years post qualification experience. The candidate should be good commend on PPRA rules.

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13.	Deputy Registrar	18	02	45 years	<ul style="list-style-type: none"> M.B.B.S from a recognized Medical College OR M.Phil Basic Medical Sciences OR M.Phil / MS in Social Sciences. Minimum of 5 years Administrative / relevant experience in a medical institution recognized by HEC. <p>Preference would be given to the candidates having additional qualification.</p>
14.	Deputy Controller of Examinations (Conduct/Secrecy/Tabulation)	18	02	Maximum 45 years	<ul style="list-style-type: none"> MBBS/ MPH/ M.B.A/ M.Sc/ MCS / Ph.D or equivalent qualification from HEC recognized Institution. Minimum 05 years relevant teaching / Administrative in BS-17 <p>Credit will be given to the candidates having experience in Examination branch of University / Board of recognized Institute.</p>
15.	Deputy Treasurer	18	01	45 years	<p>a) C.A /C.M.A with minimum 03-years' experience. OR</p> <p>b) A.C.C.A with minimum 04-years' experience. OR</p> <p>c) Master's in Business Administration / Commerce / Economics, with 05 years' experience in relevant filed. OR</p> <p>A member of Audit and Accounts Service in BS-18.</p>
16.	Deputy Director QEC	18	01	45 years	<ul style="list-style-type: none"> Master Degree (1st Division) MS (Total Quality Management). 05 years' service experience in the relevant field in BPS-17 and above or equivalent in any Govt./Semi Govt. organization / autonomous body / recognized university. <p>Knowledge of MS office is mandatory.</p>
17.	Deputy Director Human Resource	18	01	40 years	<ul style="list-style-type: none"> MBA (Human Resource Management) from HEC recognized Institution or equivalent. <p>10 years' service experience in the relevant field in BPS-17 and above or equivalent in any govt, semi govt. organization / autonomous body / recognized university.</p>
18.	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. <p>Preference will be given to the candidates having experience in a medical institution.</p>
19.	Bio-Statistical Officer	17	01	25-35 years	<ul style="list-style-type: none"> M.Sc (second division) in Statistics or Economics or B.Sc (four years) (second division) in Statistics or Economics from a University recognized by the Higher Education Commission; 02 years' post qualification experience of public sector organization in the following areas; <p>a) Data analysis or formation; and</p>

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					SPSS or Microsoft Excel.
20.	Assistant Registrar	17	01	Maximum 40 years	<ul style="list-style-type: none"> M.B.B.S from the recognized Institution; Or MA/MSc/MBA from the recognized Institution / University. Credit will be given to the person having 02 years Administrative / relevant Experience in a College/ University.
21.	Admin Officer Registrar office=01 Academic Department=01 Human Resource Department=01	17	03	35 years	Master Degree in Human Resource Management / Business / Administration from HEC recognized University. Minimum 03 years' experience in administration/ management.
22.	Assistant Controller of Examination (Conduct/Secrecy/ Tabulation)	17	02	Maximum 40 years	<ul style="list-style-type: none"> M.B.B.S/ MPH/ M.B.A/ M.Sc/ MCS or equivalent qualification from HEC recognized Institution. 02 years' Experience in an Examination Department of a recognized University / Board.
23.	Budget & Accounts Officer	17	01	21-30 years	M.Com or B.Com (Hons.) or sixteen years of education in Commerce or Finance or Accounting from a university recognized by Higher Education Commission. Preference will be given to the candidates having at least 02 years post qualification experience in the relevant field.
24.	Audit Officer	17	01	21-30 years	M.Com or B.Com (Hons.) or sixteen years of education in Commerce or Finance or Accounting from a university recognized by Higher Education Commission. Preference will be given to the candidates having at least 02 years post qualification experience in the relevant field.
25.	Store Officer	17	01	21-30 years	<ul style="list-style-type: none"> Master degree in Administration/ Economics/Commerce or equivalent (2nd Division) in recognized institute with 02 years' experience of handling store. Higher qualification holder will be preferred.
26.	Assistant Director Human Resource	17	01	40 years	<ul style="list-style-type: none"> MBA (Human Resource Management) from HEC recognized Institution. Minimum 03 years administrative / office management experience in a medical Institution recognized by HEC.
27.	Assistant Director Sports	17	01	30 years	M.A. 1st Class in Physical Education or equivalent. The candidate having 3-years' experience of conducting sports and games at University/Education Board Level and able to coach and impart instruction in at least two major games will be preferred.
28.	Graphic Designer Printing &	17	01	25-35 years	<ul style="list-style-type: none"> Master's degree (second division) in Computer Science, or Graphics Designing or Bachelor's degree

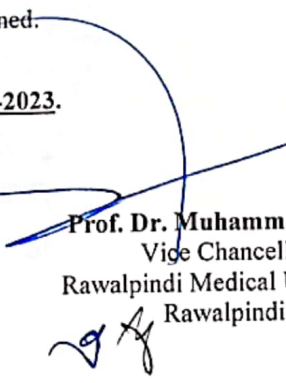
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	Publication Department				<p>(four years) (second division) in Computer Science or Graphic Design from a university recognized by the Higher Education Commission; and</p> <ul style="list-style-type: none"> Two years post-qualification experience of public sector organization in the following areas: <ol style="list-style-type: none"> Web-designing; Flash; Illustration; Video editing tool; and Adobe photoshop and 3D tools.
9.	<p>Assistant</p> <p>Registrar office=01</p> <p>Treasurer office=01</p>	16	02	35 years	<ul style="list-style-type: none"> Graduation or equivalent qualification from a recognized institute. Two year experience in the relevant field. <p>Candidates should have the following competencies.</p> <ul style="list-style-type: none"> A good command of MS Office (word, excel, PowerPoint, Visio, etc.) <ul style="list-style-type: none"> Supervise the Official daily work. Initiate drafts/proposals/summaries for submission to higher management. Assist the Office In-charge in routine official matters. Prepare/maintain data regarding staff/field activities and their compilation. Keeping a record of file movement and letter movement. Maintenance and keeping the inventory of assets. Keeping a note of all-important orders and decisions. Recording, indexing, and weeding of files. <p>Maintenance of diary register, preparation of statements, and putting off routine reminders.</p>
30.	Auditors	16	02	21-30 years	B.Com (2 nd Division) from a recognized institute and having 03 years' experience as Auditor.
31.	Research Associate	16	01	25-30 years	<p>Bachelor degree in Science or equivalent qualification from a HEC Recognized Institution/University. Having minimum 02 years of experience in Research field of a public sector university.</p> <p>Preference will be given to candidates having experience in a well reputed Medical Institution/University.</p>
32.	Computer Operator	14	01	21-28 years	<p>Graduate or equivalent with 2nd Div from a recognized Board/University with a speed of 40 Words Per Minute of typing on a Computer in English.</p> <p>AND</p> <p>2 years of work experience related to office automation/computer work.</p> <p>Candidates should have the following competencies.</p> <ul style="list-style-type: none"> A good command of MS Office (word, excel, PowerPoint, Visio, etc.) Typing, drafting, Noting, and letter writing. <p>Troubleshooting and handling of office automation software and hardware (computer printer, multimedia, video conference system, etc.)</p>
33.	Junior Computer Operator	12	08	18 to 25 years	<p>ICS or equivalent with 2nd Div from a recognized board/university with a speed of 30 Words Per Minute of typing on a Computer in English.</p> <p>AND</p> <p>2 years post-qualification work experience related to office automation/computer work.</p> <p>Candidates should have the following competencies.</p>

				<ul style="list-style-type: none">• A good command of MS Office (word, excel, PowerPoint, Visio, etc.)• Typing, drafting, Noting, and letter writing Troubleshooting and handling of office automation software and hardware (computer printer, multimedia, video conference system, etc.)	
34.	Library Assistant	11	01	18-25 years	<ul style="list-style-type: none">• Intermediate or an equivalent qualification from a recognized Board with Certificate in Library Sciences from a recognized Institute.• Higher technical qualification holder with computer literate will be preferred.
35.	Naib Qasid	02	05	18-25 years	<ul style="list-style-type: none">• Middle school certificate from a recognized Government school.• Preference will be given to the candidates having experience.

TERMS AND CONDITIONS

1. Appointment will be made according to university Rules and latest guidelines issued by the Government of the Punjab for Gazetted & Non-Gazetted staff.
2. Final appointment will be subject to the verification of educational degrees & experience certificates (any expenditure in this regard will be borne by the selected candidates).
3. Five years relaxation in upper age limit will be allowed across the board. However female candidates will be given 08 years relaxation as per government notification No. SORI (S&GAD)9-36/81, dated 21-05-2012. The maximum age after including relaxation must not exceed 58 years.
4. Applicants having Punjab Domicile are required to submit their application on the prescribed Proforma available at the University website i.e. <http://rmur.edu.pk> along with attested copies of documents, degrees, certificates, CNIC, domicile and 02 fresh passport size colored photographs.
5. Applicants applying for more than one post shall submit separate application form with necessary documents, complete in all respect. Please clearly write name of the post applied for on top right side on the envelop.
6. Application Proforma should be completely filled and submit in the University office (Room No.39), RMU New Teaching Block, Rawalpindi (inside Holy Family Hospital) along with a bank draft/pay order of RS. 1000/- in the favor of Vice Chancellor, RMU, Rawalpindi.
7. PM&DC/PMC/HEC/PEC recognition certificate of experience (showing the eligibility) must be attached with documents.
8. The applicants having foreign degree must have recognized by HEC/PM&DC/PMC/PEC.
9. All Testimonial Degrees must be recognized by PM&DC/PMC/PEC registration Certificate.
10. Candidates who are already working in Government/Semi Government/Autonomous bodies should apply through proper channel.
11. Only short-listed candidates will be called for interview.
12. The Competent Authority reserves the rights to increase or decrease the number of posts.
13. The Competent Authority may cancel the recruitment process at any stage.
14. Incomplete application forms will not be entertained.
15. No TA & DA will be allowed.
16. Last date for submission of applications is **21-08-2023**.


Prof. Dr. Muhammad Umar
 Vice Chancellor
 Rawalpindi Medical University
 Rawalpindi.