**RAWALPINDI MEDICAL UNIVERSITY, RAWALPINDI.**

**JOB OPPORTUNITIES**

Applications are invited from male and female candidates having **Punjab Domicile** for appointment against the following post on contract basis for one year (extendable on performance basis). Last date for submission of application is **28-02-2025**:-

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| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Name of post** | **Pay Scale / Grade** | **No. of Post** | **Age Limitin years** | **Required Qualification & Experience**  |
|  | **Additional Director (Procurement)** | 19 | 01 | 30-50 | * M.Phil or MS in Finance or Economics (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and
* Eight years post qualification relevant experience.

**OR*** Master’s degree in Finance or Economics (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and
* Ten years post qualification relevant experience.
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**TERMS AND CONDITIONS**

1. Appointment will be made according to university Rules and latest guidelines issued by the Government of the Punjab.
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. 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.
4. 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.
5. 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.
6. Certificate of experience (showing the eligibility) must be attached with documents. Experience shall be counted for the work performed after the date of awarding of required qualification/degree.
7. The applicants having foreign degree must have it from the institution recognized by HEC.
8. Candidates who are already working in Government/Semi Government/Autonomous bodies should apply through proper channel.
9. Only short-listed candidates will be called for interview.
10. The Competent Authority may cancel the recruitment process at any stage.
11. Incomplete application forms will not be entertained.
12. No TA & DA will be allowed.
13. Last date for submission of applications is **28-02-2025.**

**Prof. Dr. Muhammad Umar**

Vice Chancellor

Rawalpindi Medical University

Rawalpindi.