

JOB OPPORTUNITIES

Rawalpindi Medical University invites applications from suitable and enthusiastic candidates (Male & Female), domiciled in Punjab, for appointment of **Junior Computer Operators** on **temporary basis**. The requisite qualification and other conditions are given as under: -

Name of Post	Age Limit	No. of Posts	Qualification
Junior Computer Operator	Male 18 to 25 + 5 = 30 years Female 18 to 25 + 8 = 33 years	5	(i) Higher Secondary School Certificate from a recognized Board; and Knowledge of M.S. Office; OR Intermediate in Computer Science (second division) from a recognized Board; and (ii) speed of forty words per minute of typing in English on Computer.

Note: Preference may be given to persons having adequate experience in performing clerical duties e.g. file handling, record keeping, data entry, noting/drafting, in public sector organizations.

1. The recruitment shall be processed strictly in accordance with the **Schedule of Wage Rates notified by the Finance Department; Government of Punjab vide no. RO (TECH) FD 2-2/2025 dated 18.09.2025**. The appointment will be **purely temporary** up to **30.06.2026 (extendable subject to requirement & satisfactory performance)** and will not confer any right for regular/permanent appointment.
2. Non-refundable application processing fee is **Rs. 1,000** which must be paid through Pay Order/Demand Draft in favour of "Vice Chancellor RMU".
3. The applicants are required to submit applications on the prescribed form available at the University website www.rmur.edu.pk along with relevant documents including fresh CV, attested copies of degrees, transcripts, CNIC, domicile, 2xfresh passport size-coloured photographs and demand draft/pay order in original.
4. Application forms completed in all respects along with the abovementioned documents must be reached in the University office (Room No. 39), RMU New Teaching Block, (inside Holy Family Hospital) satellite Town, Rawalpindi on or before **28.03.2026**.
5. The applicants having a foreign degree must attach attested copy of IBCC equivalence certificate.
6. Only shortlisted candidates meeting the eligibility criteria will be called for test/interview and no TA/DA will be admissible for this purpose.
7. The university reserves the right to increase/decrease the no. of posts or to not fill any post without assigning any reason.
8. The responsibility of authenticity/genuineness of the documents/data provided/given with the application form will rest absolutely on the applicant. In case any information provided by the applicant is found incorrect or false at any stage. He/she will be disqualified, and action will be taken under the Rules.
9. Applications received after the due date will not be entertained.
10. The Competent Authority may cancel the recruitment process at any stage.
11. Incomplete/late received applications will not be entertained.

Vice Chancellor

Rawalpindi Medical University Rawalpindi

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