



# JINNAH SINDH MEDICAL UNIVERSITY

## ELIGIBILITY CRITERIA

Jinnah Sindh Medical University, Karachi invites applications for the following posts from talented, determined and motivated individuals who desire progress and growth and can meaningfully enhance the progress of this institution.

S.NO.	NAME OF POST	POSTS	AGE LIMIT	ELIGIBILITY CRITERIA
1	<b>REGISTRAR</b> BPS – 20/21 For tenure: 03 years	01	50 Y	MBBS from PM&DC and HEC recognized University/ College preferably FCPS/PhD./MBA/ MAS with minimum 20 twenty years experience of administration including 05 five years experience as Registrar in a reputable HEC recognized University or Post-Graduate Institute.
2	<b>CONTROLLER OF EXAMINATION</b> BPS – 20/21 or Contract For tenure: 03 Years	01	50 Y	MBBS from PM&DC and HEC recognized University / College preferably FCPS with minimum 15 fifteen years experience of all matters related to conducting of examinations including 05 five years experience as Controller of Examination in a reputable HEC recognized University or Post-Graduate Institute.
3	<b>DIRECTOR ADMISSION</b> BPS – 20/21 or Contract	01	50 Y	MBBS/ BDS with Medical or Dental Post-Graduation with 15 fifteen years administrative experience in the relevant field including 05 years as Director Admission in a reputable HEC recognized University or Post-Graduate Institute.
4	<b>DIRECTOR ADMINISTRATION</b> BPS – 20/21 or Contract	01	50 Y	At least 2 <sup>nd</sup> class Master's Degree with L.L.B. from HEC recognized University with 17 years experience in BPS-17 and above including 5 years as Director Administration related to establishment with sound legal knowledge of dealing with statutory affairs, general administration, federal and provincial tax matters in Government, Semi-Government, Autonomous body and public sector university.
5	<b>DIRECTOR HR</b> BPS – 20/21 or Contract	01	50 Y	At least 2 <sup>nd</sup> Class MBA(HR) / MPA/ MAS with LLB degree from reputable HEC recognized University with 17 years experience related to Human Resources Management / Policies in BPS-17 and above including 05 five years experience as Director HR in Government, Semi-Government, Autonomous body and public sector university.
6	<b>DIRECTOR RESEARCH</b> BPS – 20/21 or Contract	01	50 Y	MBBS with MS /MD /FCPS /Ph.D/ M.Phil/ Diplomat of American Board or equivalent International terminal qualifications as determined by HEC in the Clinical Medical Science Discipline. 15 years experience with 10 years post terminal qualification level teaching / Research experience in relevant discipline including 05 years as Director Research in reputable HEC recognized University or a Post-Graduate Institution. 15 research publications in journals recognized jointly by HEC and PMDC

				(with at least 05 of these publications in the last five years.
7	<b>DIRECTOR WORKS &amp; SERVICES</b> BPS – 20 or Contract	01	50 Y	B.E. / M.S. Engineering from HEC recognized University and registered as Member of Pakistan Engineering Council. 15 years of experience including 5 years in similar capacity. Should have experience in the execution of development projects, provision of services, procurement & installation of equipment/ machinery and other tools & materials, proper maintenance of all works and services. Must have familiarization of modern monitoring tools and techniques (submit evidence of courses/ training/ workshops attended). Must have knowledge of Planning/ Monitoring software such as MS Project, Primavera etc.
8	<b>DIRECTOR ORIC</b> BPS – 20 or Contract	01	50 Y	As per eligibility criteria of HEC Link: <a href="https://goo.gl/xUtQNM">https://goo.gl/xUtQNM</a>
9	<b>DIRECTOR PDC</b> BPS – 20 or Contract	01	50 Y	MBBS and FCPS (Medicine/ Surgery) with at least 10 years experiences in relevant field including at least 03 years in similar position.
10	<b>DEPUTY CONROLLER EXAMINATION</b> BPS – 18 or Contract	01	40 Y	MBBS/BDS from HEC recognized University with 06 years administrative / examination experience and being well versed with the rules/ regulations/ legal knowledge relating to examinations affairs in BPS-17 and above in University / Institute / Government/ Semi-Government / Autonomous Body.
11	<b>LAW OFFICER</b> BPS – 17 or Contract	01	35 Y	At least 2nd Class Master's Degree with L.L.B from a HEC recognized University. Registered with Sindh Bar Council as an Advocate preferably Registered Member of Sindh High Court with 05 years experience of Law Officer in any Public/ Private/ Government/ Semi Government/ Autonomous body. Well conversant with services matters, labor laws and corporate law with skills of drafting.

**ELIGIBILITY & CRITERIA: Please visit website <http://www.jsmu.edu.pk/jobs.html> for eligibility and criteria**

1. Only Sindh domiciled are eligible.
2. Application should be sent along with two photographs, one set of attested photocopy of relevant documents in a sealed envelope, with three current referral letters and brief curriculum vitae.
3. Incomplete application in any manner will be rejected.
4. All information will be kept confidential.
5. Please clearly mention the name of post on the right top of envelope.
6. Institution reserves the right to reject any or all the applications.
7. Only short listed candidates will be entertained for interview.
8. Applicant currently in Government service should apply through proper channel.
9. Every application must carry a pay order of Rs.1500/- (Non-refundable) in favor of Jinnah Sindh Medical University, Karachi.
10. No TA/DA will be admissible.
11. Please download the application form from website <http://www.jsmu.edu.pk/jobs.html>
12. Women, disability and minority quota will be observed.

**Last date for submission of application forms is 12 October, 2018 and application should be sent only through courier on the postal address given below.**

**THE ADVISOR HUMAN RESOURCE (HR)**  
JINNAH SINDH MEDICAL UNIVERSITY,  
RAFIQUI H.J. SHAHEED ROAD, KARACHI.

**Note: Applications submitted directly to the office of the Advisor HR will NOT be considered.**