



JINNAH SINDH MEDICAL UNIVERSITY KARACHI

SITUATION VACANT

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	Regular / Contract	Eligibility Criteria
1	Purchase Officer	Contract	<u>Eligibility Criteria for Direct Recruitment:</u> At least 2nd Class Master's Degree/ MBA Marketing with 2 years' experience of procurement of imported /local machinery parts of large industries well versed in SPPRA Rules in BPS-16 and above in University/ Government, Semi-Government and Autonomous body.
2	Administrative Officer	Contract	<u>Eligibility Criteria for Direct Recruitment:</u> At least 2nd Class Master's Degree from HEC recognized University / Bachelor's Degree/ LLB with 03 years' establishment experience and being well versed with the rules / regulations/ legal knowledge relating to statutory affairs and general administration affairs of officials / officers in University / Institution / Government / Semi-Government / Autonomous Body.
3	Assistant Director Students Affairs	Contract	<u>Eligibility Criteria for Direct Recruitment:</u> At least 2nd Class Master's Degree or MBBS/BDS with 05 years administrative experience related to students affairs in BPS-16 and above in University/ Institute / Government / Semi-Government/ Autonomous body.

4	Assistant	Contract	<p><u>Eligibility Criteria for Direct Recruitment:</u></p> <p>1. At least Second Class Bachelor's Degree from HEC Recognized University with 01 years Diploma in computer recognized by the SBTE with 3 years' experience of noting and drafting in university/ Government/Semi-government/Autonomous Bodies.</p> <p>2. Knowledge of M.S (Office) with speed of 40 wpm in typing in computer</p>
5	Assistant Account Officer	Contract	<p><u>Eligibility Criteria for Direct Recruitment:</u></p> <p>At least 2nd Class B.COM /BBA with 04 years of experience of accounts work in University/ Government or Autonomous / Semi-Autonomous Bodies.</p>
6	Account Assistant	Contract	<p><u>Eligibility Criteria for Direct Recruitment:</u></p> <p>1. At least Second Class Bachelor's Degree (B.Sc. / B. Com / BBA) from HEC Recognized University.</p> <p>2. Preferably 03 years of experience and 1 year computer Diploma.</p>
7	Librarian	Contract	<p><u>Eligibility Criteria for Direct Recruitment:</u></p> <p>At least 2nd class Master's degree in library science from HEC recognized University with 6 years' experience in library administration / management in BPS-17 in University / Institute or Government / semi-Government or Autonomous body.</p>
8	Assistant Librarian	Contract	<p><u>Eligibility Criteria for Direct Recruitment:</u></p> <p>At least 2nd Class Graduation Degree in Library Science from HEC recognized University with 03 years' experience in Library Administration / Management in the University / Institute / Government / Semi-Government / Autonomous body.</p>
9	Junior Clerk	Contract	<p><u>Eligibility Criteria for Direct Recruitment:</u></p> <p>Intermediate with knowledge of computer with typing speed of 35 wpm with 03 years office work experience.</p>

10	Office Assistant	Contract	<p><u>Eligibility Criteria for Direct Recruitment:</u></p> <p>1. Intermediate with knowledge of computer with typing speed of 35 wpm.</p> <p>2. Preferably 03 years of experience and having knowledge of MS Office.</p>
11	Plumber	Contract	<p><u>Eligibility Criteria for Direct Recruitment:</u></p> <p>Middle Pass with 08 Years of Experience.</p>
12	Rider	Contract	<p><u>Eligibility Criteria for Direct Recruitment:</u></p> <p>Preferably Matriculate and holder of light vehicle driving license.</p>
13	Electrician	Contract	<p><u>Eligibility Criteria for Direct Recruitment:</u></p> <p>Intermediate with Diploma (DAE Electrical).</p>
14	Aya	Contract	Middle Pass

1. Application form is available on website www.jsmu.edu.pk hard copy of the application form should be sent along with two photographs, one set of attested photocopies of relevant documents in a sealed envelope, with three current referral letters and brief curriculum vitae.
2. Only Sindh domiciled are eligible.
3. Every application form must be submitted along with an original Pay Order of Rs.1500/- (Nonrefundable) in favor of Jinnah Sindh Medical University, Karachi.
4. Incomplete application in any manner will be rejected.
5. All information will be kept confidential.
6. Please clearly mention the name of post on the right top of envelope.
7. Institution reserves the right to reject any or all the Applications.
8. Only short-listed candidates will be entertained for interview.
9. Applicant currently in Government service should apply through proper channel.
10. No TA/DA will be admissible.
11. Women & disable & Minority quota will be observed.

Last date for submission of application forms is **19th August, 2019** and application should be sent only through courier service on the postal address given below.

POSTAL ADDRESS:

Deputy Director HR & Admin
Jinnah Sindh Medical University,
Rafiqi H.J. Shaheed Road, Karachi. Postal Code 75510