



# JINNAH SINDH MEDICAL UNIVERSITY KARACHI.

## REQUIRED TEACHING AND NON-TEACHING STAFF

S.NO	POST	VACANCY	CONTRACT/ REGULAR	ELIGIBILITY CRITERIA
01	Professor of Surgery	01	Contract/ Regular	as per PM&DC & HEC Criteria
02	Director Admission	01	Contract/ Regular	MBBS/BDS with medical / dental post-graduation or Master Degree with 17 years administrative experience in the relevant field in BPS-17 and above in a University/ Institute / Government / Semi-Government / Autonomous body.
03	Director Q-Bank	01	Contract/ Regular	MBBS/BDS with Medical / dental Postgraduate or at-least 2nd class Master's degree with 17 years teaching/ administrative experience in a University/ Institute / Government/ Semi-Government / Autonomous body. The candidate should be fully conversant with the assessments methods, evaluation tools and rules and regulations related to examinations in university.
04	Manager ORIC	01	Contract/ Regular	MBBS with MBA from HEC recognized university having 06 year experience in Research and knowledge of the industry's practices, market trends and key player; familiarity with intellectual property and other related areas in the context of the technology transfer process, including concept development for commercialization of research; excellent writing, verbal and analytical skills and knowledge of monitoring and evaluation tools and techniques. Provide information about grant process to faculty including study section procedures, interpreting review procedures, and statistical support. Oversee all aspects of the operation and development of the ORIC including research administration Support faculty with grant proposal submissions in conjunction with sponsored projects administration. Develop programs and activities that will increase funding for research from all public and private sources, establish and maintain excellent relationship with donors and stakeholders, oversee proposal development and submission.
05	Deputy Controller Examination	01	Contract/ Regular	At least 2nd Class Master's Degree / MBBS/BDS from HEC recognized University with 6 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.
06	Assistant Controller Examination	01	Contract/ Regular	At least 2nd Class Master's Degree / MBBS/BDS with 05 years administrative / examination experience and being well versed with the rules, regulation/ legal knowledge relating to examinations affairs in BPS-16 and above in University / Institute / Government / Semi-Government / Autonomous body.
07	Manager Marketing (for Laboratory and Dental Clinic)	01	Contract/ Regular	At least 2nd Class MBA Marketing from HEC recognized University with 06 years experience of marketing in BPS-17 and above in Laboratory or Dental Clinic or well reputed Hospital.
08	Manager, Diagnostic Laboratory	01	Contract/ Regular	<ul style="list-style-type: none"><li>- BSC/ MSC, Medical Technology Masters qualification preferable</li><li>- Managing the laboratory as Lab Manager with experience 5 – 10 years</li></ul>

				<ul style="list-style-type: none"> <li>- Should be familiar with Inventory Management and quality control programs</li> <li>- Should be trained in maintenance and service protocols</li> </ul>
09	<b>Micro Biology Technologist, Diagnostic Laboratory</b>	01	Contract/ Regular	<ul style="list-style-type: none"> <li>- Minimum requirement in BSc. Medical Technology with work experience in Microbiology</li> <li>- 3 – 5 year experience</li> <li>- Capable of making media's, streaking/ inoculation plating and sterilization also perform bio-chemical tests</li> </ul>
10	<b>Assistant Bio-Medical Engineer (Dental)</b>	01	Contract/ Regular	<ul style="list-style-type: none"> <li>- Should have DAE biomedical engineering from recognized institute</li> <li>- At least 5 years' experience of maintaining dental equipment</li> <li>- Must bring 2 references from last place of work</li> </ul>
11	<b>Assistant CSSD Technician (Dental)</b>	01	Contract/ Regular	<ul style="list-style-type: none"> <li>- Minimum General Qualification must be intermediate</li> <li>- Should have diploma or certificate in CSSD (candidates who have completed CSSD course from recognized training center but waiting for exams/certificate/diploma can also apply)</li> <li>- Must have at least one year experience of working in hospital CSSD</li> <li>- Candidates having both CSSD and dental surgery asst. qualification and experience will be an additional advantage and given preference.</li> </ul>
12	<b>Manager (Executive Dental Clinic)   Evening Shift</b>	01	Contract/ Regular	<ul style="list-style-type: none"> <li>- Should be a graduate (B.Sc, B.com, BA, BCS)</li> <li>- Must have at least 3-5 years' experience working and managing dental clinic/hospital.</li> <li>- Should ensure and be able to maintain patient and clinic record</li> <li>- Must ensure good liaison between dentist and specialist</li> <li>- Ensure cleanliness of EDC premises, maintenance, availability of equipment, materials and security of staff &amp; patients' at all times.</li> </ul>
13	<b>General Dentist (Executive Dental Clinic)   Evening Shift</b>	01	Contract/ Regular	<ul style="list-style-type: none"> <li>- Should be BDS+ 5 Years Clinical practice experience in well reputed organization (Hospital/Clinic)</li> <li>- Preference will be given if have diploma in family/general dentistry /FGDP or equivalent.</li> <li>- Dentists having patient's pool in the area is an additional advantage</li> <li>- Should be able to diagnose, triage patients and be able to provide routine treatment (Consultation, emergency treatment (eg ECO, Arrest of hemorrhage, etc, in liaison with specialist if required) S+P, simple Fillings, Simple removable acrylic dentures, simple extractions excluding wisdom teeth, extraction of baby teeth)</li> </ul>

				<ul style="list-style-type: none"> <li>- Should have ATLS certificate</li> </ul>
14	<b>Receptionist (Executive Dental Clinic)   Evening Shift</b>	01	Contract/ Regular	<ul style="list-style-type: none"> <li>- Must be graduate</li> <li>- Fluent in English</li> <li>- Should be able to manage dental clinic appointments</li> <li>- Should be able to help out in dental clinic if required</li> <li>- Should have past experience of working in dental clinic</li> <li>- Should have computer operating skills (word, excel, ppt)</li> <li>- Should be able to keep and maintain patient's dental record.</li> </ul>
15	<b>DSA &amp; X-Ray Technician (Executive Dental Clinic)   Evening Shift</b>	01	Contract/ Regular	<ul style="list-style-type: none"> <li>- Minimum General Qualification must be intermediate</li> <li>- Have experience of working in dental clinic. Hospital experience will be an additional advantage</li> <li>- Have diploma of DSA or at least a certificate of DSA training from Sindh Medical Faculty.</li> <li>- Should keep EDC clean and be able to maintain dental equipment</li> <li>- Should be competent to assist dentist and specialist during procedure</li> <li>- Should anticipate appointment of patients' and prepare the surgery beforehand</li> <li>- Should be able to perform sterilization/autoclaving.</li> <li>- Ensure sterilization is up to standard</li> <li>- Should be able to clean and pack instruments for sterilization</li> <li>- Should be able to operate digital peri apical and OPG x-ray machines</li> <li>- Should be able to process peri apical x-ray manually</li> <li>- Have computer skills (word/excel/ppt)</li> </ul>
16	<b>Web Developer</b>	01	Contract/ Regular	<p>At least 2nd Class Master's Degree in Software Engineering/ Information Technology/ Computer Science or Bachelor's Degree in Software Engineering / Information Technology / Computer Science / Computer System (04 years degree) or equivalent from HEC recognized institutes with at least 03 years relevant experience in case of Masters and 04 years in case of Bachelors in any University / Institute / Government / Semi-Government / Autonomous body.</p> <p>Preference will be given to applicants with relevant online portfolio.</p>
17	<b>Software Developer</b>	01	Contract/ Regular	<p>At least 2nd Class Master's Degree in Software Engineering from HEC recognized University with 06 years relevant experience in BPS-17 and above in University/ Institute / Government / Semi-Government/ Autonomous body. Preference will be given to applicants who have experience with Oracle.</p>
18	<b>IT Lab Administrator</b>	01	Contract/ Regular	<p>BS in Computer Science or Computer engineering or 4 years Bachelors' Degree in computer science from HEC recognized University. At least 5 years relevant experience in University/ institute / Government/ Semi-Government or Autonomous body.</p>
19	<b>IT Technician</b>	01	Contract/ Regular	<p>Bachelor's Degree in I.T or BCS/BCE or BS/BE (CS/SW) (04 years degree) from HEC recognized institution with 03 years' experience in Networking / Installation / Maintenance troubleshooting of LAN environment in a public sector organization. Advance</p>

				use of MS office is must while working knowledge of network environment will be an advantage. Candidates with certificate will have an advantage.
20	<b>Assistant Video Conference Network Engineer</b>	01	Contract/ Regular	At least BS in Computer Science (16 years) education or Computer engineering or 4 years bachelor's degree in computer science from HEC recognized University. At least 5 years' experience in BPS-17 in University/ Institute/ Government / Semi-Government/ Autonomous body.
21	<b>Driver</b>	04	Contract/ Regular	8th Class with a valid HTV/LTV license with 03 years practical experience of driving buses and cars
22	<b>Naib Qasid</b>	04	Contract/ Regular	Literate (able to read and write)

**ELIGIBILITY & 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. In case of larger number of candidates for any post, a Pre Interview Test (MCQ) will be held to short list the Candidates.
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. Every application must carry a pay order of Rs.1500/- (Non-refundable) in favor of Jinnah Sindh Medical University, Karachi not applicable for the post of S.No. 21 and 22
11. No TA/DA will be admissible.
12. Please Download the application form <http://www.jsmu.edu.pk/jobform>
13. Women, disable and minority quota will be observed.

Last date for submission of application forms is 06<sup>th</sup> March, 2018 and application should be sent only through courier on the postal address given below.

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

**POSTAL ADDRESS:**

**THE DIRECTOR HUMAN RESOURCE (HR)  
JINNAH SINDH MEDICAL UNIVERSITY,  
RAFIQUI H.J. SHAHEED ROAD, KARACHI. POSTAL CODE 75510**