



**SITUATIONS VACANT**

National University of Medical Sciences (NUMS) is a Federal Public Sector University, with primary responsibility to promote and achieve excellence in advanced health education, research and service delivery. The Rawalpindi Campus houses the **NUMS Institute of Advance Studies & Research (NIASR)**, which is dedicated to conduct cutting edge research and evidence based teaching in basic, applied and clinical disciplines along with Social & Behavioral Sciences. NUMS following a holistic educational philosophy wherein Social Sciences and Humanities are included among core subjects medical & biological sciences in Undergraduate & Graduate Programs. All these domains will function with their independent faculties, but in relevance to accomplishment of NUMS vision and mission.

Pursuing its mission of "understanding and improving life through innovation in healthcare, the university is also establishing a comprehensive, integrated evidence based **"NUMS Healthcare Model"**.

NUMS is seeking applications from Pakistani national of high caliber, self-motivated and reflective professionals having excellent interpersonal communications skills for following NUMS faculty and administrative positions on **"Contractual Basis"** (renewable): -

Sr. #	Name of Post (s)	Qualification & Experience	No of Vacancies	Max Age on Closing
<b>Department of Psychology</b>				
1.	<b>Assistant Professor (Clinical Psychology)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>PhD in Clinical Psychology from HEC recognized University/ Institution.</li> </ul> <p><b>Experience &amp; Research Publication:</b></p> <ul style="list-style-type: none"> <li>Must have duly recognized experience &amp; publications as per HEC faculty appointment criteria for Associate Professor/ Assistant Professor.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	45 Years
<b>NUMS (Directorate / Department)</b>				
2.	<b>Director (Coordination)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Master's degree in Medical Administration with basic degree of MBBS/ BDS from HEC/ PM&amp;DC recognized University/ Institution. Preference will be given to higher qualification.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Minimum 15-17 Years relevant experience including 10 years of working experience in coordination/ management and administration with senior executive/ officers at similar position in reputed public/ private / autonomous, national or international organizations with exemplary service record.</li> <li>Ability to coordinate/ plan meeting with VIPs/ Senior executives of public/ private sector and experience of arranging national &amp; international visits.</li> <li>Experience of active medical administration preferably command of medical outfit and working experience in formulation/ implementation of administrative/ coordination policies.</li> <li>Should have strong verbal and written communication skills and pleasing manners to interact with senior dignitaries.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	57 Years
3.	<b>Director (Inspection)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Master's degree in Medical Administration with basic degree of MBBS/ BDS from HEC/ PM&amp;DC recognized University/ Institution. Preference will be given to higher qualification.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Minimum 15-17 Years relevant experience including 10 years of working experience in management/ inspection of affiliated colleges/ institutes at similar position in reputed Medical University and general administration of healthcare and academic setups with exemplary service record.</li> <li>Well-versed with National &amp; International affiliations/ accreditation/ regulations of teaching/healthcare institutions. Knowledge of ISO &amp; JCI standards will be preferred.</li> <li>Experience of active medical/ academics regulator preferably command of inspections teams and working experience in formulation/ implementation of accreditation policies.</li> <li>Should have strong verbal/ written communication skills.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	57 Years
4.	<b>Director/ Additional Director (Legal)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>LLB from HEC recognized University/ Institution. Preference will be given to LLM. Must possess Valid license to practice at High/ Supreme Court.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 15 years (Director) and 12 Years (Additional Director) law practicing experience including 7 years of experience in management of legal affairs at similar position in Public/ Private sector University/ Institutions with exemplary service record.</li> <li>Well versed with Government rules &amp; regulations and service in Civil/ Military legal departments especially service in JAG Branch will be preferred.</li> <li>Conversant with legal drafting of polices/ regulations, especially related to Universities/ Institutes.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	57 Years

5.	<b>Deputy Director (Admission)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• MBBS/ BDS from HEC/ PM&amp;DC recognized University/ Institution. Preference will be given to Master or higher qualification in relevant field. Must be computer savvy.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum 10 Years' experience in Management/ Medical Administration/ Academics setups including 5-7 years' rich experience in handling of Admission &amp; Registration Process/ affairs in government/ autonomous reputed public/ private sector organizations. Such experience at a medical university will be an added preference.</li> <li>• Well versed with government rules &amp; regulations of PM&amp;DC/ HEC and other relevant regulatory bodies.</li> <li>• Working experience in formulation/ implementation of Registration/ Admission related policies with insight functioning of university/ higher education organization.</li> <li>• Coordination with relevant authorities on academic &amp; student matters for maintaining proper record. Must be computer savvy.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	55 Years
6.	<b>Deputy Director (Inspection)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• MBBS/ BDS from HEC recognized University/ Institution. Preference will be given to Masters or higher qualification in Medical Administration/ Public Health. Must be computer savvy.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 10 Years relevant experience including 5-7 years in management/ inspection of affiliated colleges/ institutes of a reputed Medical University.</li> <li>• Well-versed with National &amp; International affiliations/ accreditation/ regulations of teaching/healthcare institutions. Knowledge of ISO &amp; JCI standards will be preferred.</li> <li>• Should have strong verbal/ written communication skills.</li> </ul> <p>(The Candidates who have already applied for this post are not required to apply again)</p> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	55 Years
7.	<b>Deputy Director (Quality Assurance)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• Masters/ MPhil or equivalent qualification from HEC recognized University/ Institution. Preference will be given to higher qualification. Must be computer savvy.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum 10 years of post-qualification experience and relevant experience of 6-7 years in the area of Quality Assurance/ QEC in HEC recognized University/ institution/ health care sector.</li> <li>• Ability to develop and implement quality assurance activities/ plans to meet HEC/PMC/ regulatory bodies guidelines/ requirements/ Academics Standards.</li> <li>• Have sound knowledge of emerging technologies &amp; hands on experience in policy formulation &amp; implementation of ISO standards.</li> <li>• Should have excellent report writing, analytical, communication and liaising skills with National/ International agencies.</li> <li>• Hands on experience of handling inspections as per standards of Regulatory bodies will be an added advantage.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	55 Years
8.	<b>Deputy Director (International Engagement and Transnational Education)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• MS (International Relations, Public Administration, Marketing/ Business Administration) from HEC recognized University/ Institutions. Preference will be given to foreign qualification/ higher degree.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 10 Years relevant experience including 5–7 years' diverse work experience in international collaboration and global engagement to develop &amp; organize the bilateral/ multilateral cooperation with foreign universities, global HEIs, international organizations and steer international cooperation mechanisms.</li> <li>• Ability to develop global operational strategies for establishing links with relevant international institutions to effectively manage the operations of University's Transnational education (TNE).</li> <li>• Increase global visibility of the university's work &amp; capabilities and identify sources of funding through appropriate communication tools and strategies.</li> <li>• Should have strong organizational skills, excellent interpersonal &amp; cross cultural communication skills to build effective working relationship/ collaborations.</li> </ul> <p>(The Candidates who have already applied for this post are not required to apply again)</p> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	55 Years

9.	<b>Manager (Planning &amp; Development)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Master/ Bachelor (16 Years education) or equivalent degree Preferably in Business Administration/ Project Management/ Civil/ Electrical Engineering from HEC/ PEC recognized University/ Institution. Preference will be given to higher qualification. Certification of Project Management Professional (PMP) will be an added advantage.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Minimum 5 years of post-qualification relevant experience including 3 years of working experience in the areas of Project Management / Planning &amp; Development with sound knowledge of preparation of PC-I, PC-II, PC-III, PC-IV and PC-V in National/ International organizations, preferably in Planning Division/ University/ Health care service provider.</li> <li>Knowledge of Financial and Good Analytical/ research skills will be an added advantage.</li> <li>Should have strong verbal/ written communication skills.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	40 Years
10.	<b>Software Developer (Asp.net)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Master's/ Bachelor degree (16 Years education) in Computer Sciences/ IT or equivalent degree from HEC recognized university/institution. Preference will be given to higher qualification in relevant field.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 4-5 years of Post-qualification experience in developing and maintaining web portals Using ASP.NET, C# (Web Form and MVC) &amp; JQuery.</li> <li>Hand on experience in web portal security, cloud computing and latest web technologies are also required.</li> <li>Should have strong verbal/written communication skills</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	2	45 Years
11.	<b>Assistant Manager (DT)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Bachelors/Master's (16 years' education) in Computer Sciences/ Information Technology or equivalent degree from HEC recognized University/Institution. Weightage will be given to higher qualification.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 3 years' experience in maintaining and documenting all network/ system services including Routers, Layer 3/2 Switches, APS, Firewalls, VoIP PABX, Video Conferencing equipment and Server Machines. Installation and configuration of server machines and network devices of LAN/WAN services in multi domain environment.</li> <li>Should have strong interpersonal and team coordination skills.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	35 Years
12.	<b>Assistant Manager</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Bachelors/Master's degree (16 Years education) from HEC recognized University/ Institution. Preference will be given to higher qualification in relevant field. Must be computer savvy.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Minimum 3 Years post qualification relevant experience in Management/ Administration, Academics, and Office/ Project Management in reputed public/ private sector organization.</li> <li>Experience at a Medical University / Institution may be an added advantage.</li> <li>Proficient in Microsoft Word, Excel, Power point, and Internet Browsing</li> <li>Should have strong verbal/ written communication skills.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	4	35 Years
13.	<b>Software Developer Associate</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Bachelor (16 years' education) in Computer Sciences from HEC recognized University/Institution. Preference will be given to higher qualification and more experience.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Minimum 1-2 Years post qualification relevant experience in Software Development/ Digital Technologies affairs in reputed public/ private sector organization. Experience at a Medical University / Institution may be an added advantage.</li> <li>Proficient in Microsoft Word, Excel, Power point, and Internet Browsing</li> <li>Should have strong verbal/ written communication skills.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	35 Years
14.	<b>Dispatch Rider</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Matric with valid motorcycle driving license. Preference will be given to higher qualification.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 3-5 years' relevant experience in public/ private sector organizations.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	45 Years

15.	<b>Driver</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• Matric with valid LTV/ HTV driving license. Preference will be given to higher qualification in relevant field and staff car course qualified.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 9-10 years' Experience in reputed Public/ Private sector organization. Preference will be given to Ex- staff car drivers.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	3	45 Years
16.	<b>Security Guard</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• Middle. Preference will be given to higher qualification.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum 10 years' relevant experience in reputed public/ private sector organization. Preference will be given to Ex-Army Person.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	45 Years
<b>Army Medical College, Rwp</b>				
17.	<b>Professor/ Associate Professor (Oral Pathology)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• PhD/FCPS/M.Phil. or equivalent qualification in relevant field as per PM&amp;DC/ HEC criteria in the relevant field/subject.</li> </ul> <p><b>Experience &amp; Research Publications:</b></p> <ul style="list-style-type: none"> <li>• Must have duly recognized experience &amp; publications as per PM&amp;DC/ HEC appointment criteria.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1/1	55/50 Years
18.	<b>Associate Professor/ Assistant Professor (Medical Education)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• PhD/ MHPE or equivalent degree in relevant field as per PM&amp;DC/HEC Faculty appointment criteria of Medical Education Faculty, with MBBS as first degree.</li> </ul> <p><b>Experience &amp; Research Publication</b></p> <ul style="list-style-type: none"> <li>• Must have duly recognized experience &amp; publications as per PM&amp;DC/HEC Faculty appointment criteria for Medical Education Faculty.</li> <li>• Working/ practical experience in relevant field at a reputed medical Institution/ University will be an added advantage.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1/1	50/45 Years
<b>KHUNAMS</b>				
19.	<b>Assistant Professor (Allied Health Sciences)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• FCPS in Family Medicine/ Medicine/ Surgery or equivalent degree with MBBS as first degree from PM&amp;DC recognized DAIs as per PM&amp;DC faculty appointment criteria. Preference will be given to higher qualification in relevant field.</li> </ul> <p><b>Experience &amp; Research Publications:</b></p> <ul style="list-style-type: none"> <li>• Must have duly recognized experience &amp; publications as per PM&amp;DC Faculty Appointment Criteria.</li> <li>• Hands on clinical teaching experience in clinical setting of a reputed medical college/ institution.</li> <li>• Curriculum Development/ Assessment Methodologies will be an added advantage.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	45 Years
20.	<b>Lecturer</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• MPhil/ MCPS Family Medicine/ Medicine/ Surgery/ Rehab Medicine with MBBS as first degree from HEC recognized DAIs as per HEC Faculty Appointment criteria or MSN alongwith PNC valid license as per PN&amp;MC criteria.</li> <li>• Preference will be given to higher qualification in relevant field.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Must have duly recognized experience as per HEC/ PN&amp;MC Faculty Appointment Criteria</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	40 Years

21.	<b>Registered Nurse</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Bachelor of Science in nursing (BSN)/ Post RN recognized by PN&amp;MC with valid license of PNC. Preference will be given to higher qualification in relevant field.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 2-3 years of experience in nursing management with proficiency in administrative and communication skills.</li> <li>Hands on clinical teaching experience in clinical setting of a reputed medical college/ institution.</li> <li>Curriculum Development/ Assessment Methodologies will be an added advantage.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	2	40 Years
22.	<b>Assistant Director (Admin &amp; Security)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Master/ Bachelor (16 Years education) or equivalent degree preferably in Management / Administration/ security related fields from HEC recognized University/ Institution. Preference will be given to higher qualification. Must be computer savvy.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 7 Years post qualification experience including 5 years' experience in general administration/ security of Health Care and academic setups in reputed public/ private sector organizations. Experience at University/ academic setups will be an added preference</li> <li>Conversant with government rules &amp; regulation including PPRA etc.</li> <li>Should have strong verbal/ written communication skills</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	45 Years
23.	<b>Assistant Manager</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Bachelors/Master's degree (16 Years education) from HEC recognized University/ Institution. Preference will be given to higher qualification in relevant field. Must be computer savvy.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Minimum 3 Years post qualification relevant experience in Management/ Administration, Academics including Finance, and Office/ Project Management in reputed public/ private sector organization.</li> <li>Experience at a Medical University / Institution may be an added advantage.</li> <li>Proficient in Microsoft Word, Excel, Power point, and Internet Browsing</li> <li>Should have strong verbal/ written communication skills.</li> <li>Hands on experience in implementation of Financial Processes, Accounting Software and Financial/ Accounts Data Management in reputed public/ private sector organization. (For Finance related Position Only)</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	2	35 Years
24.	<b>Assistant Manager (DT)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Bachelors/Master's (16 years' education) in Computer Sciences/ Information Technology or equivalent degree from HEC recognized University/Institution. Weightage will be given to higher qualification.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 3 years' experience in maintaining and documenting all network/ system services including Routers, Layer 3/2 Switches, APS, Firewalls, VoIP PABX, Video Conferencing equipment and Server Machines. Installation and configuration of server machines and network devices of LAN/WAN services in multi domain environment.</li> <li>Should have strong interpersonal and team coordination skills.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	35 Years
25.	<b>Electrician</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Matric. Preference will be given to higher qualification and Diploma holder.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 5 years' relevant experience in reputed public/private sector organizations.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	45 Years
26.	<b>Plumber</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Literate. Preference will be given having Secondary/ Higher Secondary education.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 7 years' relevant working experience.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	45 Years
27.	<b>Dispatch Rider</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Matric with valid motorcycle driving license. Preference will be given to higher qualification.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 3-5 years' relevant experience in public/ private sector organizations.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	45 Years

28.	Office Attendant	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Literate, preference will be given to higher qualification.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 2-5 years of experience in official environment with handling of files/ documents in reputed public/ private sector organization</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	4	23-40 Years
29.	Office Attendant (Catering)	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Literate. Preference will be given to candidate having Secondary/ Higher Secondary education and additional qualification/ certification from reputed Hospitality Institutes like COTHM.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 2-5 years' working experience as waiter/ food handler in reputed Public/ Private sector organization/ Mess/ Hotel.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	2	23-45 Years
30.	Sanitary Worker (Male)	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Literate. Preference will be given to candidate having Secondary/ Higher Secondary education.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 2-5 years' janitorial services experience in any reputed organization.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	3	45 Years
31.	Sanitary Worker (Female)	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Literate. Preference will be given to higher qualification.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 2-5 years' janitorial services experience in any reputed organization.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	2	45 Years
32.	Gardener/ Mali	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Literate. Preference will be given to candidate having professional course/ training in relevant field.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 3-5 years' relevant working experience.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	45 Years

### **General Conditions**

- Salary package will be determined according to qualification, experience & capability.
- Basing upon competency and experience, age limit may be relaxed.
- Interested applicants can apply ONLINE through NUMS' job portal i.e. <http://careers.numspak.edu.pk>. Serial No 14 to 16 & 25 to 32 can also apply by sending their application forms and CVs on postal address given below. Application form is available at <http://careers.numspak.edu.pk>
- Application fee (non-refundable) for posts at Serial No. 1 to 8 & 17 to 19 & 22 is Rs.1500/- Serial No. 9 to 12 & 20, 21 to 23, 24 is Rs.1000/-. Serial No. 13 is Rs. 500/-. No Fee for Serial No. 14 to 16 & 25 to 32. Please deposit said fee at Habib Bank Ltd in NUMS account and upload proof of pay through NUMS job portal. Deposit separate fee for each post. Application without fee will not be entertained.
- Last date for submission of applications is **2-Dec-2024**. Incomplete applications shall be rejected.
- The University authorities reserve the right to accept or reject any application and increase/ decrease the number of advertised posts without assigning any reason.
- Only shortlisted candidates will be called for test/ interview and decision of the University shall remain final in all cases.
- Conflict of Interest of any kind will be demerit leading to non-selection.
- Part time, honorary, apprentice, internee and freelance experience will not be counted towards the minimum experience required.
- In case of selection, applicants presently working in Government, Semi Government and Autonomous Bodies should either resign or seek NOC from employer before joining.
- For all positions only HEC certified/verified degrees and documents will be acceptable.
- No TA/DA will be paid for test/interview.
- Any clause not included in above mentioned terms & conditions shall be dealt in accordance with the provisions on NUMS Statutes.

For more details please visit: [www.numspak.edu.pk](http://www.numspak.edu.pk)

NUMS IS AN EQUAL  
OPPORTUNITY

**Director Human Resource**

**NUMS Secretariat, C/O Pak Emirates Military Hospital (PEMH), The Mall, Rawalpindi Cantt.**

**Phone no. 051-5170459**

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