



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/ Stations	Max Age on Closing
------	------------------	----------------------------	------------------------------	-----------------------

Project Development of NUMS/ NIASR

1.	Professor (Research & Commercialization) NIASR	<p>Qualification:</p> <ul style="list-style-type: none"> Ph.D/ FCPS from HEC recognized DAIs with first degree in medical or biological sciences. <p>Experience & Research Publications:</p> <ul style="list-style-type: none"> Must have duly recognized experience & publications as per HEC/ PM&DC faculty appointment criteria for Professor. Minimum 15-17 Years relevant experience in academia alongwith 7 years Post Professor working experience in research & commercialization at HEC recognized DAIs/ health care sector. Relevant certifications & demonstrated evidence of research will be an added advantage. In-depth knowledge of relevant rule, regulations and related working experience in the context of drugs, biologics, clinical research/trials and budget preparation for clinical trials. Current knowledge of emerging technologies & hands on experience in formulation & implementation of policies related to Clinical Trails and/ or drug bioequivalence. <p>For more details, please visit: www.numspak.edu.pk</p>	1	60 Years
2.	Assistant Professor (Physician)	<p>Qualification:</p> <ul style="list-style-type: none"> Medical/ Dental Graduate with MPH/ FCPS/ PhD from HEC recognized University/Institution. <p>Experience & Research Publications:</p> <ul style="list-style-type: none"> Must have duly recognized experience & publications as per PM&DC Faculty Appointment Criteria for Assistant Professor. <p>Skills:</p> <ul style="list-style-type: none"> Conversant with research organization/ programs at national/ international level. Skilled in clinical research proposal review and writing. Full command on MS Office, SPSS, literature research/ grant Conduct clinical projects / management <p>For more details, please visit: www.numspak.edu.pk (The candidates who have already applied for this post are not required to apply again)</p>	1	45 Years
3.	Assistant Professor (Bioethics)	<p>Qualification:</p> <ul style="list-style-type: none"> PhD or equivalent qualification in the relevant field from HEC recognized University/Institution. <p>Experience & Research Publications:</p> <ul style="list-style-type: none"> Must be duly recognized experience & publications as per HEC Faculty Appointment Criteria for Assistant Professor. <p>Skills:</p> <ul style="list-style-type: none"> Skilled in research proposal review and writing as per ethical procedure. Provides tutoring and ethical practice to student/ faculty. Collaborates and supports researchers in ethical practice and IRB activities. Data and publications must follow ethical compliance <p>For more details, please visit: www.numspak.edu.pk (The candidates who have already applied for this post are not required to apply again)</p>	1	45 Years

NUMS (Directorate / Department)

4.	Deputy Director (Inspection)	<p>Qualification:</p> <ul style="list-style-type: none"> 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. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 10 Years relevant experience including 7 years in management/ inspection of affiliated colleges/ institutes of a reputed Medical University. Well versed with National & International affiliations/ accreditation/ regulations of teaching / healthcare institution. Knowledge of ISO & JCI standards is highly desirous. Should have strong verbal/ written communication skills. <p>For more details, please visit: www.numspak.edu.pk</p>	1	50 Years																		
5.	Assistant Controller of Examination	<p>Qualification:</p> <ul style="list-style-type: none"> Masters/ Bachelor's degree (16 years education), preferably in Management / Administration / Medical Sciences related discipline, from HEC recognized University / Institution. Preference shall be given to MBBS/BDS/HPE/Higher qualification <p>Experience:</p> <ul style="list-style-type: none"> Minimum 7 years post qualification relevant experience in Management / Administration / Academics including a minimum of 5 years working experience in HEC recognized University/ Medical Institution. Preference shall be given to Experience of working in Examination Dept of a Medical University/Medical Institution. Well versed with Government rules and Regulations of PM&DC / HEC and other relevant regulatory bodies. Should have strong verbal / written communication skills <p>For more details, please visit: www.numspak.edu.pk</p>	<table border="1"> <tr><td>Rawalpindi</td><td>2</td></tr> <tr><td>Wah</td><td>1</td></tr> <tr><td>Taxila</td><td>1</td></tr> <tr><td>Lahore</td><td>1</td></tr> <tr><td>Karachi</td><td>1</td></tr> <tr><td>Kharian</td><td>1</td></tr> <tr><td>Quetta</td><td>1</td></tr> <tr><td>Bahawalpur</td><td>1</td></tr> <tr><td>Multan</td><td>1</td></tr> </table>	Rawalpindi	2	Wah	1	Taxila	1	Lahore	1	Karachi	1	Kharian	1	Quetta	1	Bahawalpur	1	Multan	1	50 Years
Rawalpindi	2																					
Wah	1																					
Taxila	1																					
Lahore	1																					
Karachi	1																					
Kharian	1																					
Quetta	1																					
Bahawalpur	1																					
Multan	1																					
6.	Assistant Director (Software Development)	<p>Qualification:</p> <ul style="list-style-type: none"> 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. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 7 years of Post qualification experience including 5 years working experience in creating new web portals and maintaining existing portals developed in Codeigniter PHP framework. Experience in Laravel and custom PHP is also desired Hands on expertise in performance/ security of web portals & databases, backup & recovery, CPanel / WHM & JQuery is required. Should have strong interpersonal, team coordination skills & verbal / written communication skills <p>For more details, please visit: www.numspak.edu.pk</p>	2	45 Years																		
7.	Assistant Director (Human Resource)	<p>Qualification:</p> <ul style="list-style-type: none"> Master's/ Bachelor's degree (16 Years education) from HEC recognized University/Institution preferably in Management/ HRM. Preference will be given to higher qualification in relevant field. Must be computer savvy. <p>Experience</p> <ul style="list-style-type: none"> Minimum 7 years' experience including 5 years working experience respectively in HEC recognized University/ Medical Institution/ reputed organizations. Preference shall be given to Experience of working in HR Department of HEC recognized DAIs/ health care sector. Should have Sound knowledge of emerging technologies & hands on experience in policy formulation, implementation and development of processes in HRM. Should have strong verbal/ written communication skills <p>For more details, please visit: www.numspak.edu.pk (The candidates who have already applied for this post are not required to apply again)</p>	1	50 Years																		
8.	Digital Marketer	<p>Qualification:</p> <ul style="list-style-type: none"> Masters/ Bachelor Degree (16 Degree Education) or equivalent degree from HEC recognized University/ Institution. Preference will be given to higher qualification. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 3 years post qualification experience including 2 years working experience in relevant field in reputed public/ private sector organizations. Should have strong verbal/ written communication skills. <p>For more details, please visit: www.numspak.edu.pk</p>	1	35 Years																		

9.	Office Superintendent	<p>Qualification:</p> <ul style="list-style-type: none"> Masters/ Bachelor Degree (16 Degree Education) or equivalent degree from HEC recognized University/ Institution. Retired JCO from Armed Forces with vast office/ management experience can also apply. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 10 years' relevant experience as Office Superintendent/ managerial position in reputed organizations. Experience of handling official documents and office routine matters will be an added advantage. Should have strong verbal/ written communication skills. <p>For more details, please visit: www.numspak.edu.pk</p>	1	50 Years
10.	Electrician	<p>Qualification:</p> <ul style="list-style-type: none"> Matric. Preference will be given to higher qualification and Diploma holder. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 5 years' relevant experience in reputed public/private sector organizations. <p>For more details, please visit: www.numspak.edu.pk</p>	1	45 Years
11.	Driver	<p>Qualification:</p> <ul style="list-style-type: none"> Matric with valid LTV/ HTV driving license. Preference will be given to higher qualification and staff car course qualified. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 10 years' Experience in reputed Public/ Private sector organization. Preference will be given to Ex- staff car drivers. <p>For more details, please visit: www.numspak.edu.pk</p>	3	45 Years
12.	Security Guard	<p>Qualification:</p> <ul style="list-style-type: none"> Middle. Preference will be given to higher qualification. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 10 years' relevant experience in reputed public/ private sector organization. Preference will be given to Ex-Army Person. <p>For more details, please visit: www.numspak.edu.pk</p>	1	45 Years
13.	Sanitary Worker (Male)	<p>Qualification:</p> <ul style="list-style-type: none"> Literate. Preference will be given to higher qualification. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 3-5 years' janitorial services experience in any reputed organization. <p>For more details, please visit: www.numspak.edu.pk</p>	3	45 Years

Army Medical (AM) College, Rawalpindi

14.	Assistant Professor (Medical Education)	<p>Qualification:</p> <ul style="list-style-type: none"> PhD/ MHPE or equivalent degree in relevant field as per PMDC Faculty appointment criteria of Health Professions Medical Education Faculty, with MBBS as first degree. <p>Experience & Publication</p> <ul style="list-style-type: none"> Must have duly recognized experience & publications as per PMDC Faculty appointment criteria for Health Professions Medical Education Faculty. <p>For more details, please visit: www.numspak.edu.pk</p>	2	45 Years
15.	Demonstrator (Anatomy)	<p>Qualification:</p> <ul style="list-style-type: none"> MBBS from HEC recognized institution/university as per PMDC Faculty Appointment Criteria. <p>Experience:</p> <ul style="list-style-type: none"> Working Experience in relevant field at a reputed medical institution/ university will be an added advantage. <p>For more details, please visit: www.numspak.edu.pk</p>	3	40 Years
16.	Demonstrator (Biochemistry)	<p>Qualification:</p> <ul style="list-style-type: none"> MBBS from HEC recognized institution/university as per PMDC Faculty Appointment Criteria. <p>Experience:</p> <ul style="list-style-type: none"> Working Experience in relevant field at a reputed medical institution/ university will be an added advantage. <p>For more details, please visit: www.numspak.edu.pk</p>	2	40 Years
17.	Demonstrator (Pharmacology)	<p>Qualification:</p> <ul style="list-style-type: none"> MBBS from HEC recognized institution/university as per PMDC Faculty Appointment Criteria. <p>Experience:</p> <ul style="list-style-type: none"> Working Experience in relevant field at a reputed medical institution/ university will be an added advantage. <p>For more details, please visit: www.numspak.edu.pk</p>	1	40 Years
18.	Lecturer (Behavioral Sciences)	<p>Qualification:</p> <ul style="list-style-type: none"> M.Phil or equivalent degree in relevant field from HEC recognized institution/university as per HEC Faculty Appointment Criteria. <p>Experience:</p> <ul style="list-style-type: none"> Working Experience in relevant field at a reputed medical institution/ university will be an added advantage. <p>For more details, please visit: www.numspak.edu.pk</p>	1	40 Years

General Conditions

1. Salary package will be determined according to qualification, experience & capability.
2. Basing upon competency and experience, age limit may be relaxed.
3. **Interested applicants can apply ONLINE through NUMS' job portal i.e. <http://careers.numspak.edu.pk>. Serial 10 - 13 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/>**
4. **Application fee (non-refundable) for posts at Serial No. 1- 7 & 14 is Rs.1500/- for Serial No. 8, 15 to 18 is Rs. 1000/- for Serial No. 9 is Rs. 500/-.** No fee for Serial No. 10 to 13. 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.
5. **Last date for submission of applications is 19th June 2023.** Incomplete applications shall be rejected.
6. The University authorities reserve the right to accept or reject any application and increase/ decrease the number of advertised posts without assigning any reason.
7. Only shortlisted candidates will be called for test/ interview and decision of the University shall remain final in all cases.
8. Part time, honorary, apprentice, internee and freelance experience will not be counted towards the minimum experience required.
9. In case of selection, applicants presently working in Government, Semi Government and Autonomous Bodies should either resign or seek NOC from employer before joining.
10. For all positions only HEC certified/verified degrees and documents will be acceptable.
11. No TA/DA will be paid for test/interview.
12. 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

**NUMS IS AN EQUAL
OPPORTUNITY
EMPLOYER**

**Director Human Resource
NUMS Secretariat, C/O Pak Emirates Military Hospital (PEMH), The Mall, Rawalpindi Cantt.
Phone no. 051-5170459**

Ad No. 78(1)/6/2023