



## KING EDWARD MEDICAL UNIVERSITY, LAHORE.

Applications are invited for appointment of following posts under power conferred u/s 14 clause 4 sub section (ii & ix) of KEMU Act 2005, of Vice Chancellor King Edward Medical University , Lahore on contract basis (on stop gap arrangement) on the following terms and conditions on purely contract basis for the period of **3-Months extended upto 1-year** on followings terms and conditions.

Sr. #	Name of Post	BPS	Age Limit	Qualification/Eligibility
1.	Assistant	14	18-25 Years	<ul style="list-style-type: none"> <li>• Graduation or equivalent qualification from a recognized institute.</li> <li>• Two year experience in the relevant field.</li> <li>• Computer literate will be preferred.</li> <li>• Preference will be given to the candidates having experience of working in a medical institution.</li> </ul>
2.	Stenographer	14	18-25 Years	<ul style="list-style-type: none"> <li>• Intermediate from a recognized institute.</li> <li>• 80 WPM in short hand and 35 WPM in typewriting.</li> <li>• Preference shall be given to the computer literate person.</li> <li>• Preference will be given to the candidates having experience of working in a medical institution.</li> </ul>
3.	Computer Operator	12	18-25 Years	<ul style="list-style-type: none"> <li>• ICS or equivalent qualifications form a recognized Board/University.</li> <li>• At least Two years experience in the field of computer work.</li> <li>• Preference will be given to the candidates having experience of working in a medical institution.</li> </ul>
4.	Data Entry Operator	12	18-25 Years	<ul style="list-style-type: none"> <li>• BCS or equivalent qualification from recognized institute.</li> <li>• Preference will be given to the candidates having experience of working in a medical institution.</li> </ul>
5.	Personal Assistant	11	18-25 Years	<ul style="list-style-type: none"> <li>• Intermediate from a recognized institute.</li> <li>• 80 WPM in short hand and 35 WPM in typewriting.</li> <li>• Preference shall be given to the computer literate person.</li> <li>• Preference will be given to the candidates having experience of working in a medical institution.</li> </ul>
6.	Projectionist	09	18-25 Years	<ul style="list-style-type: none"> <li>• F.Sc. from a recognized Board /institute</li> <li>• At least two year experience in technical field of Audio visual equipment.</li> <li>• Preference will be given to the candidates having experience of working in a medical institution.</li> </ul>
7.	Junior Clerk	07	18-25 Years	<ul style="list-style-type: none"> <li>• Matric or equivalent qualification from a recognized institute.</li> <li>• A speed of 25WPM in type writing.</li> <li>• Preference shall be given to the computer literate person.</li> <li>• Preference will be given to the candidates having experience of working in a medical institution.</li> </ul>
8.	Telephone Operator	07	18-25 Years	<ul style="list-style-type: none"> <li>• Matric from a recognized board</li> <li>• 02 years experience in the relevant field.</li> <li>• Preference shall be given to the computer literate persons.</li> <li>• Preference will be given to the candidates having experience of working in a medical institution.</li> </ul>
9.	Store Keeper	06	18-25 Years	<ul style="list-style-type: none"> <li>• Matric from a recognized board.</li> <li>• 03 years experience of handling the store in the relevant field.</li> <li>• Preference will be given to the candidates having experience of working in a medical institution.</li> </ul>
10.	Dresser	06	18-25 Years	<ul style="list-style-type: none"> <li>• Matric with Science from a recognized Board.</li> <li>• Diploma/Certificate in Dispenser Course or Pharmacy Assistant Course from Punjab Medical Faculty, Lahore or equivalent qualification form other recognized Institute.</li> <li>• Credit will be given to those candidates who have experience in a Medical Institute.</li> </ul>
11.	Junior Accountant	06	18-25 Years	<ul style="list-style-type: none"> <li>▪ D.Com (with Accounts as a subject) OR I.Com from a recognized Board.</li> <li>▪ Preference will be given to those candidates who have experience in a Medical Institute.</li> </ul>

Sr. #	Name of Post	BPS	Age Limit	Qualification/Eligibility
12.	Photocopier	03	18-25 Years	<ul style="list-style-type: none"> <li>▪ Matric from a recognized Board with one year experience in the relevant field.</li> <li>▪ Preference will be given to the candidates having experience of working in a medical institution</li> </ul>
13.	Cook	02	18-25 Years	<ul style="list-style-type: none"> <li>• Primary school Certificate from recognized School.</li> <li>• One year experience in relevant field.</li> <li>• Preference will be given to the candidates having experience of working in a medical institution.</li> </ul>
14.	Naib Qasid	01	18-25 Years	<ul style="list-style-type: none"> <li>• Middle school certificate from a Government recognized school.</li> <li>• Preference will be given to the candidates having experience of working in a medical institution</li> </ul>
15.	Courier	01	18-25 Years	<ul style="list-style-type: none"> <li>• Primary school certificate from a Government recognized school.</li> <li>• Preference will be given to the candidates having experience of working in a medical institution</li> </ul>
16.	Bahishti	01	18-25 Years	<ul style="list-style-type: none"> <li>• Primary school certificate from a recognized school.</li> <li>• Preference will be given to the candidates having experience of working in a medical institution</li> </ul>

1. Recruitment will be made according to University criteria and S&GAD (Regulation Wing), Govt. of the Punjab recruitment policy.
2. Appointment will be on Contract basis for the period of 3-Months extendable upto 1 years depending upon the performance with a total duration of 01 years.
3. Competent authority can further relax the age depending upon the experience and qualification.
4. Application on plain paper addressing Vice Chancellor, KEMU along with attested copies of all educational and experience certificates, 02 latest photographs, domicile and national I.D card can be submitted in the university Office.
5. Incomplete application forms will not be entertained any cause.
6. All the degrees and certificate will be verified and candidates who submit Bogus / Fake documents will not be considered and their appointment will be terminated if they have been appointed on the basis of these documents.
7. Government servants should submit their applications through proper channel.
8. Age relaxation as per Government rules.
9. Only short listed candidates will be called for interview/test.
10. The competent authority has further reserved the right, not to fill any post due to any administrative reason.
11. No TA & DA will be allowed.
12. Last date for submission of applications is 25/01/2015.

**VICE CHANCELLOR,**  
King Edward Medical University,  
Lahore.