



PIR ABDUL QADIR SHAH JEELANI INSTITUTE OF MEDICAL SCIENCES Gambat, Khairpur Mirs **CAREER OPPORTUNITIES**

Applications are invited from experienced and qualified candidates, bearing Sindh domicile against the following positions on Contract basis.

| S. No | Name of the Post & Pay Scale / Department | | Qualification / Experience | Competencies |
|-------|---|--------------------|--|--|
| 01 | Controller of Examinations (BPS-20) Age limit: 50Y Max | Examination | PhD degree from HEC - recognized university, with 12 years' of teaching and/or administrative experience in BPS-17 and above or equivalent in Government or Government Autonomous Organization, University, Board, College Or MS/MPhil (18 years of education) or equivalent qualification from HEC - recognized university, with 15 years of teaching and/or administrative experience in BPS-17 and above or equivalent in Government or Government Autonomous Organization, University, Board, College Or MA/M.Sc/Bachelors/MBA (16 years of education); preferably, in first class, or equivalent qualifications from a HEC - recognized university, with 17 years of teaching and/or administrative experience in BPS-17 and above or equivalent in Government or Government Autonomous Organization, University, Board, College. | Must possess good organizational and planning skills. Must possess good interpersonal and communication skills. Must be able to manage pre-examination, post-examination process and policies. Must possess good knowledge of Outcome Based Assessment (OBA). |
| 02 | Additional Controller (BPS-19 Equivalent) Age limit: 50Y Max | Examination | PhD degree from HEC - recognized university, with 10 years' of teaching and/or administrative experience in BPS-17 and above or equivalent in Government or Government Autonomous Organization, University, Board, College Or MS/MPhil (18 years of education) or equivalent qualification from HEC - recognized university, with 12 years of teaching and/or administrative experience in BPS-17 and above or equivalent in Government or Government Autonomous Organization, University, Board, College Or MA/M.Sc/Bachelors/MBA (16 years of education); preferably, in first class, or equivalent qualifications from a HEC - recognized university, with 15 years of teaching and/or administrative experience in BPS-17 and above or equivalent in Government or Government Autonomous Organization, University, Board, College. | Must possess good organizational and planning skills. Must possess good interpersonal and communication skills. Must be able to manage pre-examination, post-examination process and policies. Must possess good knowledge of Outcome Based Assessment (OBA). |

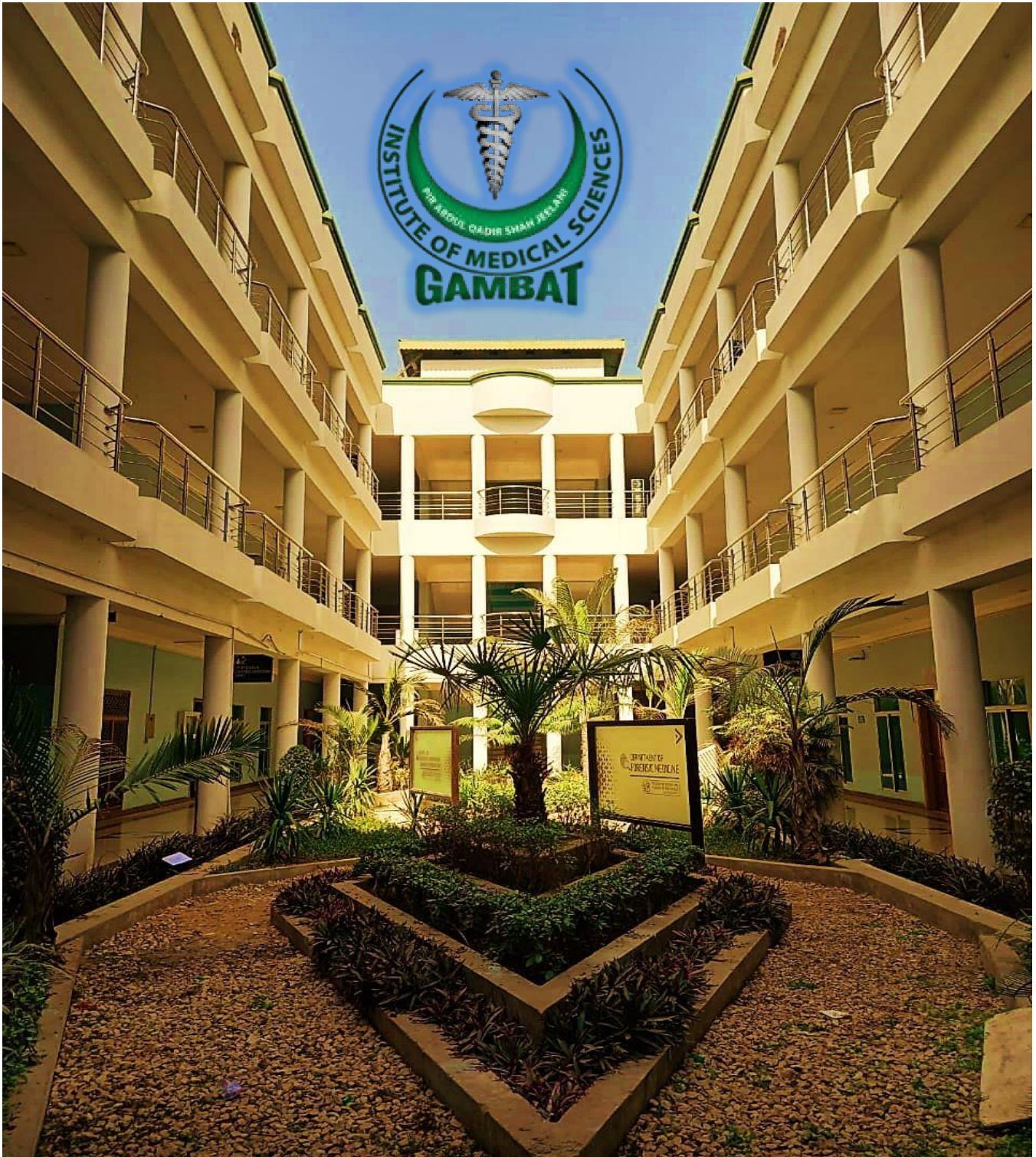
Instructions:

- Applications should include an application form (downloaded from the website <http://www.gims.edu.pk/careers-new.html>), a detailed resume, two latest photographs, duly attested photocopies of the certificates/ degrees, names and contact of two professional referees (not relative), along with payment of PKR 3000 through Demand Draft (Non-refundable) in favor of Pir Abdul Qadir Shah Jeelani Institute of Medical Sciences Gambat, Khairpur Mirs.
- Candidates who are already serving in Government/Semi-Government and Autonomous bodies should apply through proper channel with NOC from the employer and should submit the same along with the application. Such incumbents will be responsible for getting themselves relieved properly from their departments.
- There shall be no relaxation for qualification, experience and age.
- Application must reach the HR Department on or before 15 days from the date of publication of advertisement, during the office hours (CoB) via registered postal service only.
- Incomplete applications as per the instructions mentioned above and/or late applications received after the specified date and time shall not be entertained/ considered.
- Sindh Province domicile is a must.
- All positions are contractual for the initial period of 03 years to extendable up to 02 years (based on performance and E&D compliance, subject to approval of competent forum as Non-pensionable Service).
- The institute reserves the right to cancel advertisement, as part or whole, increase or decrease number of post(s), or with holds the appointment or interview at any stage, without assigning any reason.
- Only eligible/shortlisted candidates shall be called for interview/ written test on the mailing address / Call letter.
- Canvassing or influencing any staff of the University in any manner will disqualify the candidate.
- No TA/DA will be paid for appearing in the test/interview.

(HR Department)

**Pir Abdul Qadir Shah Jeelani Institute Of Medical Sciences
Gambat, Khairpur Mirs.**

**PIR ABDUL QADIR SHAH JEELANI INSTITUTE OF MEDICAL SCIENCES,
GAMBAT**



Post Applied for: _____

APPLICATION PROCEDURE

- Payment draft of Rs.3000/- (Non-refundable) should be made in the favor of "Director PAQSJ Institute of Medical Sciences Gambat for each post separately.
 - Application form with full particulars must include two photographs, TWO SETS of attested photocopies of relevant Educational/Experience/Residential documents/Domicile, PRC and CNIC i-e Matriculation Pakka Certificate/ Mark sheet and onwards including Valid PM&DC Registration Certificate, Revised PM&DC Experience Certificate and copies of Research Publications should reach the PAQSJ Institute of Medical Sciences Gambat within due date.
 - The required documents are to be submitted at the time of submission of application form and no further communication regarding short of documents will be made after due date. Application (s) on plain paper and/ or only CV will not be entertained.
 - Applicants who are already serving in Government/Semi-Government/ Autonomous Bodies should apply through proper channel accompanied by N.O.C from their employer:
 - Age limit relax able as per Government policy.
 - Only short listed candidates will be called for written test/ interview.
 - Incomplete application (s) in any manner shall not be entertained.
 - Canvassing in any manner will disqualify a candidate.
 - University/Institute reserves the right to reject any or all the applications.
 - No T.A/D.A will be paid for appearing in written test / interview.
- Application forms are available and can be downloaded from the official website of PAQSJIMS (GIMS): <http://www.gims.edu.pk/careers-new.html>

GENERAL INSTRUCTIONS

- The application form must be filled in carefully and legibly block letters must be used. No column of the application form should be left blank. In case a column is not applicable, please write down “N/A”. Extra sheets may be attached if the requisite information cannot be fully incorporated in any of the columns of application form.
- All replies must be supported with documentary proof.
- Applicants who are already employed under Government / Semi Government, Autonomous Organizations are required to produce NOC of their parent Department / Employer / Competent Authority. Their applications will not be entertained if not received through proper channel.
- No application will be considered if the same is not received within the scheduled / prescribed date. Incomplete application (s) in any manner shall not be entertained and no further communication will be made regarding short of documents.
- Concealment of any of the required information / particulars is strictly prohibited and will disqualify the candidate at any stage of his service duration.

PIR ABDUL QADIR SHAH JEELANI INSTITUTE OF MEDICAL SCIENCES

Gambat District Khairpur Mir's Sindh, Pakistan



APPLICATION FORM FOR THE POST OF

Passport size
Photos

Newspaper _____ Advertisement No. & Date: _____

Fee Paid Rs. _____ Draft/ Pay Order No: _____ Dated: _____

1. PERSONAL DETAILS

NAME IN FULL (Block Letters) _____

FATHER'S NAME: _____

MAILING ADDRESS: _____

PERMANENT ADDRESS: _____

TELEPHONE NO. (Res) _____ (Off:) _____ (Mobile No) _____

DATE OF BIRTH (dd/mm/year): _____

SEX (Tick) Male ☐ Female ☐ MARITAL STATUS (Tick) Single ☐ Married ☐

PLACE OF BIRTH _____ DOMICILE / PROVINCE: _____

RELIGION: _____ NATIONALITY _____

NATIONAL IDENTITY CARD NO. (New)

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PM&DC/PNC NO. _____ Expiry Date. _____

2. ACADEMIC BACKGROUND

| QUALIFICATION / DEGREE | NAME OF BOARD / UNIVERSITY | YEAR OF PASSING | GRADE / DIVISION | MAJOR SUBJECTS |
|---------------------------|-------------------------------|--------------------|---------------------|----------------|
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3. EMPLOYMENT RECORD AND JOB EXPERIENCE

(In Chronological order)

[illegible]

4. RESEARCH PAPERS / PUBLISHED ARTICLES

| S.NO. | TITLE | JOURNAL | AUTHORS (1 ST / 2 ND / 3 RD / 4 TH) | DATE OF ISSUE OF JOURNAL |
|-------|-------|---------|---|-----------------------------|
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(Use additional Sheets if Necessary)

5. REFERENCES:

List of two and responsible persons: Particularly qualify definite information regarding your character and ability. Please do not mention blood relation or close relation.

| REFERENCE-I | REFERENCE-II |
|---|---|
| Name: _____ | Name: _____ |
| Position: _____ _____ _____ | Position: _____ _____ _____ |
| Address: _____ _____ _____ _____ | Address: _____ _____ _____ _____ |
| Ph: No. _____ | Ph: No. _____ |

**6. ATTESTED COPIES OF THE FOLLOWING TESTIMONIAL / CERTIFICATES
ARE SUBMITTED WITH THE APPLICATION FORM**

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

7. DECLARATION

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE INFORMATION SUPPLIED BY ME ON THIS APPLICATION FORM IS CORRECT. I UNDERTAKE THAT ANY FALSE STATEMENT OR ANY REQUIRED INFORMATION WITHHELD FROM THIS APPLICATION FORM WILL PROVIDE GROUNDS FOR THE WITHDRAWAL OF ANY OFFER OR DISMISSAL, EVEN IF APPOINTMENT HAS BEEN ACCEPTED.

Signature: _____

Dated: _____

Place: _____

**8. PLEASE WRITE YOUR MAILING ADDRESS IN THE FOLLOWING EIGHT PLACES
ANY CHANGE OF ADDRESS SHOULD BE INTIMATED IMMEDIAY**

Name: _____

Father's Name: _____

Address: _____

Tel: _____

Name: _____

Father's Name: _____

Address: _____

Tel: _____

Name: _____

Father's Name: _____

Address: _____

Tel: _____

Name: _____

Father's Name: _____

Address: _____

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