



CAREER OPPORTUNITY

DOW UNIVERSITY OF HEALTH SCIENCES

LOOKING FOR

REGISTRAR

JOB RESPONSIBILITY:

The Registrar would be a full time officer of the University and should have excellent leadership and interpersonal skills. He/she will display a commitment to ethical practice. The ideal candidate should have the ability to interpret and enforce University statutes and guidelines.

The Registrar will also serve as the custodian of the common seal and the academic records of the University, and actively maintain the stature of the Academic Programs, Departments, and Colleges, along with maintaining a record of the registered graduates in the prescribed manner.

JOB SPECIFICATIONS:

The applicant should have a primary qualification of MBBS / BDS with MBA / Law Degree from HEC Recognised University with minimum 10 Years of Administrative Experience, with 5 years in educational institution. Applicant age should not be more than 50 Years. The appointment will be for a period of 3 Years (Extendable)

Director, Human Resources, Dow University of Health Sciences, Baba-e-Urdu Road Karachi, Pakistan.

Every application must carry a pay order of Rs. 1500/- (Non Refundable) in Favor of Dow University of Health Sciences, Karachi. Last Date for submission of job application is **8th December, 2019** and the application should be sent through courier on the postal address as mentioned above. **Application form must also be fully filled online at www.duhs.edu.pk.**

Incomplete application in any manner will be rejected. Applicants in Government Service should apply through Proper channel. No TA/DA will be admissible. Only shortlisted candidates will be called for interview and DUHS reserved rights to reject any or all applications without mentioning any reason.