



## CMH KHARIAN MEDICAL COLLEGE (CKMC)

### VACANCY ANNOUNCEMENT

- Application are invited from eligible candidates for the following positions at CKMC

Ser	Post	Qualification	Age
1	<b>Manger HR /Adm / Procurement</b>	MBA / BBA (Hons) /BS in HR / Finance in relevant field from HEC Recognized University	45 Years Max
	<b>Experience</b>	Min 3-5 Years' experience of Admin and Management at a reputed organization	
	<b>Term &amp; Conditions</b>	<ul style="list-style-type: none"><li>• The job requires 24/7- on campus presence</li><li>• Accumulated Leave can be availed every 2 months (8x Sundays)</li><li>• On campus single accommodation will be provided</li><li>• Proficiency in MS Word/Excel/Power Point</li><li>• Proficient in English Language &amp; Adm matters</li><li>• Good Interpersonal and communication skills</li></ul>	

- Applications should include a **detailed CV with 2 x recent Photographs, along with photocopies of CNIC, educational certificates and experience certificates.**
- All applicants to prepare applications with all required documents and dispatch/Email to **CMH Kharian Medical College, Kharian Cantt by 29 Aug 2025.**
- Only shortlisted candidates will be called for the interview. No TA/DA will be admissible.
- For any further details please contact on phone **053-7532239** or email at **careers@ckmc.edu.pk.**

Deputy Director (Coord)  
CMH Kharian Medical College  
Kharian Cantt