



**CMH KHARIAN MEDICAL COLLEGE, KHARIAN CANTONMENT
VACANCY ANNOUNCEMENT**

Applications are invited from dynamic, experienced, and result-oriented candidates for the following positions:

Ser	Position	Criteria	Age
1	Manager Administration	<p>Qualification: Master's degree (MBA/MPA/Management Sciences or equivalent) from an HEC-recognized university.</p> <p>Experience: 5–7 years of relevant administrative experience in a reputable organization.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Oversee daily administrative operations and implement institutional policies. • Coordinate academic and administrative activities. • Prepare official reports and correspondence. <p>Requirements:</p> <ul style="list-style-type: none"> • Strong leadership, communication, & organizational skills. • Proficiency in MS Office and administrative software. • Ability to work independently and manage multiple assignments. • Will be required to stay on campus 24 hours a day, 7 days a week (Single Accommodation will be provided as per policy) • Consolidated compensatory leave for all Sundays / Gazetted Holidays will be given after every 2 months / as per policy. 	45 Years Max
2	Hostel Warden (Female)	<p>Qualification: Master's Degree (Management, Education, Psychology, Sociology, Public Administration or equivalent) from an HEC-recognized University.</p> <p>Experience: Minimum 3–5 years' experience in hostel administration, student affairs, residential management, or a similar role in a reputable institution.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Manage day-to-day hostel operations. • Ensure discipline, safety, and welfare of boarders. • Supervise housekeeping, maintenance, and mess services. • Maintain hostel records and occupancy reports. • Coordinate with college administration on hostel matters. <p>Terms & Conditions:</p> <ul style="list-style-type: none"> • 24/7 on-campus availability required. • Single accommodation & meals will be provided. • Proficiency in MS Office and report writing. • Strong communication, leadership, and interpersonal skills. • Good command of English and Urdu. 	45 Years Max
3	Lecturer (Computer Sciences)	<p>Qualification: MS/MPhil in Computer Science, Software Engineering, Information Technology, Data Science, Artificial Intelligence, or an equivalent qualification from an HEC-recognized University.</p> <p>Experience: Minimum 5–8 years of teaching experience at a reputable educational institution.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Deliver undergraduate courses in Computer Science and related disciplines. • Prepare lesson plans, lectures, assessments, and learning materials. • Evaluate student performance and maintain academic records. • Supervise student projects and provide academic mentoring. • Participate in curriculum development, research & departmental activities. <p>Requirements:</p> <ul style="list-style-type: none"> • Should be well conversed with Artificial Intelligence (AI). • Excellent communication, presentation, and interpersonal skills. • Proficiency in MS Office and Learning Management Systems (LMS). • Ability to contribute to academic research and quality assurance activities. 	45 Years Max

Instructions for Applicants:

- Applications must include a detailed CV with 2 x recent photographs along with photocopies of CNIC, educational & experience certificates.
- Applications can be couriered to CMH Kharian Medical College, Kharian Cantt or emailed at careers@ckmc.edu.pk to reaching this college by **30th June 2026** will be considered.
- Only shortlisted candidates will be called for interview. No TA/DA will be admissible.

<p>Email: careers@ckmc.edu.pk Contact: 053 753 2239</p>	<p>Abid Z Rafique Deputy Director (Coord) CMH Kharian Medical College Kharian Cantt</p>
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