



**OBAID NOOR INSTITUTE OF MEDICAL SCIENCES (ONIMS), MIANWALI**  
Advertisement No. 10/2023

**SITUATION VACANT**

Applications are invited for the recruitment against the following post on fulltime basis at OBAID NOOR INSTITUTE OF MEDICAL SCIENCES (ONIMS), MIANWALI.

S. No	Post(s)	Seat(s)	Eligibility Criteria
1.	<b>Coordinator Student Affairs</b>	01	<p>Graduation from an institute or a University recognized by Higher Education Commission</p> <p><b>Skills:</b></p> <ul style="list-style-type: none"><li>• Computer Skills</li><li>• Drafting Skills</li><li>• English/Communication Skills</li><li>• Managerial skills</li></ul> <p><b>Responsibilities:</b> Perform all duties of an Administrative Coordinator, for academic and student support, may communicate with students regarding academic policies and procedures, coordinate activities and events for student's curriculum &amp; extracurricular activities and record keeping of all students and their relevant registration.</p> <p><b>Note:</b> Preference will be given to the candidates having relevant experience.</p>

**INSTRUCTIONS:**

- Only short listed candidates where applicable will be called for interview and no TA/DA will be admissible.
- Institute reserve the right to increase or reduce the No. of posts or may cancel these posts at any time without prior intimation.
- Deadline for the receipt of the applications is **19/07/2023**.

**Submit your up to date CV in the HR Office**

**Email: hr@onims.edu.pk or via WhatsApp/Mobile: 0309-8882510**

**Address: Canal Road Near Jhambra Bridge Mianwali (New Campus)**