



**PUNJAB HEALTH FACILITIES MANAGEMENT COMPANY
(PHFMC)**

[a company established under section 42 of the Companies Ordinance, 1984]
**PRIMARY & SECONDARY HEALTHCARE DEPARTMENT
GOVERNMENT OF PUNJAB**

(Walk-in-Interview)

Punjab Health Facilities Management Company (PHFMC) is a Not for Profit Company set up Under section 42 of the Companies Ordinance, 1984 under the administrative control of P&SHC Department. It aims to construct, establish, install, layout, improve, maintain, work, manage, or aid in, contribute to, or subscribe to the construction, erection, maintenance, and improvement of hospitals, clinics, health units, dispensaries, clinical and medical laboratories in urban and rural areas for their improvement, socio-economic welfare, and modernization. Punjab Health Facilities Management Company (PHFMC) is presently managing FLHFs namely Basic Health Units (BHUs), Zila Council Dispensaries (ZCDs), Rural Health Centers (RHCs) and other Hospitals in following fourteen districts of the Punjab (company is likely to be expanded in other twenty two districts of the Punjab).

Sr.#	Districts	Sr.#	Districts
1	Chakwal	8	Mianwali
2	Dera Ghazi Khan	9	Pakpattan
3	Faisalabad	10	Rahim Yar Khan
4	Hafizabad	11	Rajanpur
5	Kasur	12	Sahiwal
6	Lodhran	13	Toba Tek Singh
7	Lahore	14	Vehari

PHFMC has also been assigned monitoring & supervision of the operations of Mobile Health Units of P & SHD, Government of Punjab working in six districts namely Mianwali, Muzaffergarrh, Bahwalpur, Bahawalnagar, Dera Ghazi Khan & Rajanpur (also under expansion).

Following staff is urgently required for operations in various district offices of PHFMC as per detail given below:-


Sr. No.	Name of posts	Qualification & Experience
1	District Managers	- HEC recognized Master's Degree in any discipline preferably in Business Administration/Public Administration, Rural Development, Social Work, and Public Health with minimum experience of five to seven years.

		<p style="text-align: center;"><u>Or</u></p> <p>- M.B.B.S from HEC recognized University with MPH/Masters in Hospital Management/Masters in Maternal & Child Health from HEC recognized & registered PMDC with minimum experience of five to seven years. Experienced candidates will be preferred</p>
2	Deputy District Manager	<p>HEC recognized Master's Degree in any discipline preferably in Business Administration/Public Administration, Rural Development, Social Work, and Public Health. Experienced candidates will be preferred</p>
3	Assistant Manager Monitoring	<p>HEC recognized Master's Degree in any discipline preferably in Business Administration/Public Administration, Rural Development, Social Work, and Public Health. Experienced candidates will be preferred. Candidates having domicile of respective districts will be preferred.</p>
4	Assistant Manager Finance	<p>M.Com, MBA (Finance), ACMA, CA (Inter) from HEC recognized/registered bodies. Experienced candidates will be preferred. Candidates having domicile of respective districts will be preferred.</p>
5	Data Analyst	<p>BSCS (04 Years Program after Intermediate) from a HEC recognized University with minimum 02 years of experience. Candidates having domicile of respective districts will be preferred.</p>
6	Monitoring Executive	<p>HEC recognized Master's Degree in any discipline preferably in Business Administration/Public Administration, Rural Development, Social Work, and Public Health. Experienced candidates will be preferred. Candidates having domicile of respective districts/tehsil will be preferred.</p>
7	Office Assistants	<p>Graduate from HEC recognized University with 03 years relevant experience. Candidates having domicile of respective districts will be preferred.</p>
8	Accounts Assistants	<p>B.Com from HEC recognized University with 03 years relevant experience. Candidates having domicile of respective districts will be preferred.</p>
9	Data Entry Operators (for Mobile Health Units)	<p>ICS or Intermediate with Computer Diploma from TEVTA/PVTC. Candidates having domicile of respective districts will be preferred.</p>

Shamshul Hasan

- All applications should be addressed to CEO Punjab Health Facilities Management Company (PHFMC) at 37-D Main Gulberg, Lahore.
- Fill in the application form, available at <http://pshealth.punjab.gov.pk/Downloads> and write the name of the post applied for on top of the envelope also.
- Applications will only be accepted on prescribed form.

- No application will be entertained through emails. Only hard copies on prescribed form will be entertained.
- In case of government employees, No Objection Certificate is mandatory.
- Only short-listed candidates will be called for walk-in-interviews on regular basis for appearing before the notified selection committee for interviews on Wednesdays subject to availability of seats. (Application received till preceding Saturday will be considered for interviews on coming Wednesday).
- First of such walk-in-interviews, for applications received till 22-07-2017, will be held on 26-07-2017 (Wednesday) at 37-D, Main Gulberg, Lahore for which candidates will be intimated separately.
- The company reserves the right to accept/reject or cancel any application or recruitment process.
- Number of vacancies may be increased, decreased, redistributed or reallocated by the competent authority without further notice.
- No TA/DA will be paid to the candidates who appear for the interview



Muhammad Ali Ammer
(Chief Executive Officer)

Punjab Health Facilities Management Company (PHFMC)
37-D, Main Gulberg, Lahore



JOB APPLICATION FORM
**Punjab Health Facilities
Management Company (PHFMC)**

37-D Main Gulberg, Lahore
042-99332232,042-99332233,042-99332227

Two Photos

Post Applied For			
Name			
Father's Name			
Date of Birth			
CNIC			
Domicile (District)			
Contact No.		<u>Other Contact #:</u>	
Postal Address			
Permanent Address			
E-Mail Address			
Already in Govt. Service	Yes	No	If "Yes" then attach Departmental Permission Letter
Disability	Yes	No	If "Yes" then attach Certificate
Hafiz-e-Quran	Yes	No	If "Yes" then attach Certificate
Religion			
Gender			
Marital Status	Single	Married	
Position in Board/ University (1st, 2nd or 3rd)	Yes	No	If "Yes" then attach Certificate

ACADEMIC INFORMATION

Note: Only Complete degrees may be mentioned here:

Certificate / Degree Level	Name of the Degree	Month and Year of Passing	Obtained Marks / CGPA	Total Marks / CGPA	Division (1st, 2nd or 3rd)	Percentage %	Grade	Board / University / Institute
Matric (10 Years)								
Intermediate (12 Years)								
Bachelor (14 Years)								
Bachelor (Hons.)/ Master (16 Years)								
MS/ M.Phil. (18 years)								
Diploma/ Certificate								
Any Other Academic or Professional Achievement								

EMPLOYMENT RECORD / EXPERIENCE:

(Mention Current Job on Sr. # 1)

Sr. #	Position Held	Employer/ Organization	Start Date	End te Da	Total Months Worked
1					

Job Description (In Detail):

Sr. #	Position Held	Employer/ Organization	Start Date	End te Da	Total Months Worked
2					

Job Description (In Detail):

Total Job Experience as on closing date of application:

Years

Months

Days

Note: In Case of more than two Employment Records, please add additional page.

Please ensure that as per check list following attested documents are attached		
Sr. No.	Documents	Check List
1	Copy of CNIC	
2	Copy of Matriculation Certificate	
3	Copy of Intermediate Certificate/Degree	
4	Copy of Graduation Degree	
5	Copy of Master's Degree	
6	Copy of M.Phil. / M.S / Professional Degree / P.H.D	
7	Copy of Domicile	
8	Two Passport Size Pictures	
9	NOC in case of Already in Govt. Service	
10	Certificate in case of Hafiz-e-Quran	
11	Certificate in case of Disability	
12	Certificate in case of Position in Board or University	
13	Verifiable Experience Letters with Dates, employer's contact no and address	
14	Any other document (Higher Qualification / Diploma / Training and Certificate) etc.	
Declaration		

I declare that, to the best of my knowledge, the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organization. I understand that this application does not constitute an offer of employment.

Date: _____

Signature: _____

Note:

1. Please attach two attested set of documents.
2. Two Copies of CVs