



Government of Punjab Primary & Secondary Healthcare Department

CAREER OPPORTUNITIES

Primary & Secondary Healthcare Department, Government of the Punjab, invites applications from qualified and experienced individuals domiciled in the Punjab for posts under **Management Structure of 25 DHQ Hospitals** in Punjab on contract basis.

Sr.	Name of Post	Qualification	Experience & Skills	No. of Posts	Age in Years	Pay Package (Lump Sum)
1	Admin Officer	Minimum qualification Masters' degree in Economics/ Public Administration/ Finance/ MBA Finance/Administration or equivalent from HEC recognized University	Minimum 2 years post degree experience of administration (Additional credit may be given for hospital administration/ Public sector administration of similar nature)	01	25-35	Rs. 60,000/-
2	Human Resource & Legal Officer	Minimum qualification Masters' degree in Economics/ Public Administration/ Finance/ MBA HR/Management/ Finance / Administration or equivalent from HEC recognized University	Minimum 1 year post degree experience of administration (Additional credit may be given for hospital administration/Public sector experience of similar nature)	01	25-35	Rs. 60,000/-
3	Finance & Budget Officer	Minimum qualification Masters' degree in Finance/ MBA Finance or equivalent from HEC recognized University (Additional credit may be given to Charter accountant/ACCA)	Minimum 2 years post degree experience of Finance, Accounts & Budget (Additional credit may be given for Public sector experience of similar nature)	01	25-35	Rs. 60,000/-
4	Audit Officer	Minimum qualification Masters' degree in Finance/ MBA Finance or equivalent from HEC recognized University	Minimum 2 years post degree experience of audit (Additional credit may be given for Public sector experience of similar nature)	01	25-35	Rs. 60,000/-
5	Procurement Officer	Minimum qualification Masters' degree in Finance/ MBA Finance or equivalent from HEC recognized University	2 years post degree experience of procurement (Additional credit may be given for public sector experience of procurement)	01	25-35	Rs. 60,000/-
6	IT/Statistical officer	Minimum qualification Masters' degree in Computer Science or equivalent from HEC recognized University	2 years post degree experience of IT/Data analysis(Additional credit may be given for similar assignment experience)	01	25-35	Rs. 60,000/-
7	Data Entry Operator (DEO)	Minimum qualification B.COM/ Masters' degree in Statistics from HEC recognized University	Proficient in MS Word/ MS Excel/ MS Power point (additional credit may be given for additional relevant certified computer courses). 1 years post degree relevant experience	04	21-30	Rs. 25,000/-
8	Monitor	Retired JCOs of armed forces with good service record (same eligibility criteria as that of Government MEA)		04	35-50	Rs. 25,000/-

General Terms and Conditions:-

1. The above positions are offered on contract basis for three year under the Contract Appointment Policy 2004 of the Government of the Punjab.

2. The provincial quotas shall be applicable for the above mentioned posts @ 15% for Women, 5% for Minority and 3% for Disabled Persons.
3. General age relaxation in upper age limit **for Male Candidates = 5 Years and for Female candidates = 8 Years.**
4. The Maximum/upper age limit as mentioned in above schedule shall be raised by 10 years for disabled person to be appointed against quota for disabled.

Procedure for submission of Application Forms:-

1. All Government Employees are eligible to apply through proper Channel.
2. In case a candidate wishes to apply for more than one post, he/she must submit separate application form for each post.
3. Candidates can download application form from National Testing Service (NTS) website (www.nts.org.pk), along with the deposit slip of Rs. 500/-.
4. Candidates shall submit duly filled Application form, along with deposit slip of prescribed fee in favor of National Testing Service, copy of CNIC and two recent passport size photographs, **directly to NTS through courier on the address mentioned on Application form.**
5. Test fee shall be paid in any branch of HBL, UBL, MCB, or ABL on prescribed bank challan (Attached with application form downloaded from NTS website).
6. Incomplete applications or applications received after close of office hours on the last date for submission of application will not be entertained.
7. Application complete in all respects should reach NTS till **--/--/2016**
8. Roll No. Slip shall be separately dispatched directly to candidate by NTS at least one week before the test.
9. Candidates shall have at least 50 % marks in NTS test to qualify
10. In case of large number of Candidates qualifying NTS test primary & Secondary healthcare Department reserve the right to decide upon any threshold marks / ratio of candidates' vis-à-vis post to be further candidates in the recruitment process / Interview.
11. The Shortlist Candidates shall be called for final interview and list of selected candidates will be displayed on "**pshealth.punjab.gov.pk**" and on Facebook page "health information and service delivery unit of Primary & Secondary Healthcare Department".
12. No Separate test / Interview call and intimation will be made to the eligible / shortlisted candidates.
13. No TA/DA will be admissible to candidates.
14. Department has the right to accept / reject or cancel any application or recruitment process.
15. No. of vacancies can be increased or decreased at any time without any notice.
16. DHQ's are (**Kasur, Okara, Okara (South City), Nankana Sahib, Sheikhpura (Children Complex & Trauma center), Chiniot, Toba Tek Singh, Jhang, Pakpattan, Khanewal, Bahawalnagar, Mianwali, Chakwal, Attock, Khushab (Joharabad), Layyah, Muzaffargarh, Vehari, Bhakhar, Rajanpur, Lodhran, Hafizabad, Narowal, Mandi Bahudin & Jhelum**)
17. Advertisement can also be downloaded from the website of Primary & Secondary Healthcare Department www.pshealth.punjab.gov.pk and on Facebook page of "Health Information & Service Delivery Unit (HISDU) of Primary & Secondary Healthcare Department.

NOTE: -

The Candidates shall specifically mention the post and facility against which the application is submitted.

 <p>FOR FURTHER INFORMATION PLEASE CONTACT UAN: +92-51-844-4441 National Testing Service-Pakistan NTS Headquarter: 1-E, Street No. 46, Sector 1-8/2, Islamabad</p>	 <p>Primary & Secondary Healthcare Department Government of Punjab Ph. 042-99265819 1 Bird Wood Road, Lahore, Pakistan</p>
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