16/4/17

امیر علی کاظمی

GOVERNMENT OF THE PUNJAB
PRIMARY & SECONDARY HEALTHCARE DEPARTMENT

CAREER OPPORTUNITIES AT DISTRICT & TEHSIL HEADQUARTER HOSPITALS

Primary & Secondary Healthcare Department, Government of the Punjab intends to revamp the Management Structure of 25 District Headquarter Hospitals and 15 Tehsil Headquarter Hospitals in Punjab for which the department invites the applications for various posts in specific DHQ/THQ hospitals from qualified and experienced individuals domiciled in the Punjab on contract basis (Non-transferable).

Sr. #	Name of the Post	Qualification	Experience & Skills	No. of Posts	Age in Years	Monthly Pay Package (Lump sum)
1.	Procurement Officer	Masters degree in Finance / MBA (Finance)/ B.Sc. Engineering/ Pharm D/ Economics/ Statistics/ M.Com or equivalent from HEC recognized University	Minimum 1 year post degree experience of Procurement	(One Post each in) 1. DHQ-LODHRAN 2. THQ-AHMEDPUR EAST	25-35	60,000/-
2	Admin Officer	Masters degree in Economics/ Public Administration / Finance/ MBA Finance/ Administration/ Statistics/ Computer Science/ M.Com/ B.Sc. Engineering/Pharm D or equivalent from HEC recognized University	Minimum 1 Year post degree relevant professional experience	(One Post each in) 1. THQ-ESA KHEL 2. THQ-KOT ADU 3. THQ-NOORPUR THAL 4. DHQ-VEHARI	25-35	60,000/-
3	Human Resource & Legal Officer	Masters degree in (HR) / Public Administration/ MBA/ Management/ Administration/ LLB/ M.Com or equivalent from HEC recognized University.	Minimum 1 Year post degree relevant professional experience	(One Post each in) 1. DHQ-BHAKKAR 2. THQ-KOT ADU 3. DHQ-NANKANA SAHIB	25-35	60,000/-
4	IT/ Statistical Officer	Masters degree in Computer Science/ MCS/ BSCS (Hons)/ M.Sc. Statistics/ MBA/ M.Com/ B.Sc. Engineering or equivalent from HEC recognized University	Minimum 1 year post degree experience of IT/ Data analysis	(One Post each in) 1. DHQ-OKARA (SOUTH CITY) 2. THQ-ARIFWALA	25-35	60,000/-
5	Finance & Budget Officer	Master's degree in Finance / MBA (Finance)/ M.Com/ CA Inter/ ACCA or equivalent from HEC recognized University or officer from Treasury Service/ Subordinate Accounts Service	Minimum 1 year post degree experience of Finance, Accounts & Budget.	(One Post each in) 1. THQ-DASKA 2. DHQ SHEIKHUPURA	25-35	60,000/-
6	Audit Officer	Masters degree in Finance / MBA (Finance)/ Chartered Accountant/ ACCA/ M.Com or equivalent from HEC recognized University	Minimum 1 year post degree experience of Audit	(One Post each in) 1. DHQ-ATTOCK 2. DHQ-BAHAWLANAGAR 3. DHQ-CHINIOT 4. DHQ-CHAKWAL 5. DHQ-KHANEWAL 6. DHQ-MANDI BAHAUDDIN 7. DHQ-VEHARI	25-35	60,000/-
7	Data Entry Operator (DEO)	B.A/ B.Sc. / B.Com/ BCS or equivalent from HEC recognized University. In case of B.A/ B.Com candidate must have 6 Months Computer Course/ Diploma	Proficient in MS Word/ MS Excel/ MS Power Point. Candidate must have typing speed of minimum 30 WPM.		21-30	25,000/-
8	Assistant Admin Officer	Master in social sciences / Public Administration / MBA/ ACMA/ACCA/Statistics/ Computer Science/ M.Com/Pharm D or equivalent.	Relevant experience will be preferred.		21-35	40,000/-

The Number of Posts for Data Entry Operator (DEO) and Assistant Admin Officer in 25 DHQ & 15 THQ Hospitals is given below:

Sr. No.	Name of DHQ	No. of Posts for Assistant Admin Officer	No. of Posts for Data Entry Operator	Sr. No.	Name of DHQ	No. of Posts for Assistant Admin Officer	No. of Posts for Data Entry Operator	Sr. No.	Name of DHQ	No. of Posts for Assistant Admin Officer	No. of Posts for Data Entry Operator
1	Attock	4	3	10	Khanewal	4	4	19	Okara	4	2
2	Bhakkar	4	1	11	Khushab	4	4	20	Okara (South City)	4	2
3	Bahawalnagar	4	1	12	Layyah	4	3	21	Pakpattan	4	2
4	Chiniot	4	4	13	Lodhran	4	3	22	Rajanpur	4	2
5	Chakwal	4	3	14	MandiBahudin	4	1	23	Sheikhupura	4	4
6	Hafizabad	4	3	15	MianWali	4	3	24	Toba Tek Singh	4	2
7	Jhang	4	2	16	Muzaffargarh	4	2	25	Vehari	4	1
8	Jhelum	4	1	17	Nankana Sahib	4	1				
9	Kasur	4	3	18	Narowal	4	1				
Sr. No.	Name of THQ	No. of Posts for Assistant Admin Officer	No. of Posts for Data Entry Operator	Sr. No.	Name of THQ	No. of Posts for Assistant Admin Officer	No. of Posts for Data Entry Operator	Sr. No.	Name of THQ	No. of Posts for Assistant Admin Officer	No. of Posts for Data Entry Operator

(2)

Sr.	Post	Qualification	Experience	Age	Salary
	Operator (DEO)	B.Com candidate must have 6 Months Computer Course/ Diploma	Candidate must have typing speed of minimum 30 WPM.	21-35	
8	Assistant Admin Officer	Master in social sciences / Public Administration / MBA/ ACMA/ACCA/Statistics/ Computer Science/ M.Com/Pharm D or equivalent.	Relevant experience will be preferred.	21-35	40,000/-

The Number of Posts for Data Entry Operator (DEO) and Assistant Admin Officer in 25 DHQ & 15 THQ Hospitals is given below:

Sr. No.	Name of DHQ	No. of Posts for Assistant Admin Officer	No. of Posts for Data Entry Operator	Sr. No.	Name of DHQ	No. of Posts for Assistant Admin Officer	No. of Posts for Data Entry Operator	Sr. No.	Name of DHQ	No. of Posts for Assistant Admin Officer	No. of Posts for Data Entry Operator
1	Attock	4	3	10	Khanewal	4	4	19	Okara	4	2
2	Bhakkar	4	1	11	Khushab	4	4	20	Okara (South City)	4	2
3	Bahawalnagar	4	1	12	Layyah	4	3	21	Pakpattan	4	2
4	Chiniot	4	4	13	Lodhran	4	3	22	Rajanpur	4	2
5	Chakwal	4	3	14	MandiBahudin	4	1	23	Sheikhupura	4	4
6	Hafizabad	4	3	15	MianWali	4	3	24	Toba Tek Singh	4	2
7	Jhang	4	2	16	Muzaffargarh	4	2	25	Vehari	4	1
8	Jhelum	4	1	17	Nankana Sahib	4	1				
9	Kasur	4	3	18	Narowal	4	1				

Sr. No.	Name of THQ	No. of Posts for Assistant Admin Officer	No. of Posts for Data Entry Operator	Sr. No.	Name of THQ	No. of Posts for Assistant Admin Officer	No. of Posts for Data Entry Operator	Sr. No.	Name of THQ	No. of Posts for Assistant Admin Officer	No. of Posts for Data Entry Operator
1	Ahmedpur East	2	1	6	Daska	2	1	11	Kamoki	2	1
2	Arifwala	2	1	7	EsaKhel	2	1	12	MianChannu	2	2
3	Burewala	2	1	8	Gojra	2	1	13	NoorpurThal	2	1
4	Chichawatni	2	2	9	Hazro	2	1	14	Shujabad	2	1
5	Chistian	2	1	10	KotAdu	2	2	15	Taunsa	2	1

General Terms and Conditions

1. The above positions are offered on contract basis for one year under the Contract Appointment Policy 2004 of 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.
5. NTS would conduct a typing test for the post of Data Entry Operator. Candidate must have typing speed of minimum 30 Words per Minute.

Procedure for submission of Application Forms

6. All Government Employees are eligible to apply through proper Channel.
7. In case a candidate wishes to apply for more than one post, he/she must submit separate application form for each post.
8. Candidates can download application form from National Testing Service (NTS) website (www.nts.org.pk), along with the deposit slip of Rs. 500/-
9. Candidates shall submit duly filled Application form, alongwith deposit slip of prescribed fee in favor of National Testing Service, attested copies of CNIC, educational and experience testimonials, latest curriculum vitae (CV) and two recent passport size photographs, directly to NTS through courier on the address mentioned on Application form.
10. Test fee shall be paid in any branch of HBL, Mezan, MCB, or ABL on prescribed bank challan (Attached with application form downloaded from NTS website).
11. Incomplete applications or applications received after close of office hours on the last date for submission of application will not be entertained.
12. Application complete in all respects should reach NTS till NTS till 10th May, 2017 (Wednesday).
13. Roll No. Slip shall be separately dispatched directly to candidate by NTS at least one week before the test.
14. Candidates shall have at least 50% marks in NTS test to qualify.
15. In case of large number of Candidates qualifying NTS test, Primary & Secondary Healthcare Department reserves the right to decide upon any threshold marks/ ratio of candidates vis-à-visto be further considered in the recruitment process/ interview.
16. The Shortlisted 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 & Service Delivery Unit (HISDU) of Primary & Secondary Healthcare Department.
17. No TA/DA will be admissible to candidates.
18. The candidate shall clearly mention the order of his/ her preference of THQ Hospital, however short listed candidate have the right to alter/ modify it at the time of interview.
19. Department has the right to accept/ reject or cancel any application or recruitment process.
20. In case suitable candidates are not selected against any of the above mentioned post(s), the qualified candidates opting for other stations may be given the option to submit their revised preferences of hospitals.
21. Number of vacancies may be increased or decreased any time without any notice.
22. 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 Candidate shall specifically mention the post and facility against which the application is submitted.

IPL-4369

NTS™

FOR FURTHER INFORMATION PLEASE CONTACT
UAN: +92-51-844-444-1
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NTS Headquarter: 1-E, Street No. 46,
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