



GOVERNMENT OF THE PUNJAB PRIMARY & SECONDARY HEALTHCARE DEPARTMENT

JOB OPPORTUNITIES AT STRATEGIC MANAGEMENT UNIT (SMU)

Primary & Secondary Healthcare Department, Government of the Punjab invites applications from qualified and experienced individuals having domicile of the Punjab for the following post on Contract Basis for Strategic management Unit (SMU), Government of the Punjab. The qualification and experienced required for the post are as under:

Sr. No.	Name of the Post	No. of Posts	Qualification & Experience	Age Limit (Years)
1.	Junior Computer Operator (BS-12)	01	i. Intermediate + MS Office/ICS (2 nd Division) with 40 WPM speed on Computer. ii. Preference will be given to those candidates having post qualification experience in relevant field.	20-30

Terms and Conditions:

1. The above positions are being offered on Contract basis (extendable subject to satisfactory performance) under the Contract Appointment Policy 2004 (revised 2016) of the Government of the Punjab.
2. Candidates fulfilling the above-mentioned criteria shall submit an online application through <http://onlinejobs.pshealthpunjab.gov.pk> till 22.09.2023
3. Incomplete applications or applications carrying incorrect information shall be rejected.
4. By hand / courier / post applications will not be entertained.
5. Candidates having domicile of Punjab shall only be eligible to apply.
6. General age relaxation in upper age limit for male candidate = 5 years, for female candidates = 8 years, special / disable candidate = 15 years and age relaxation of candidates working in public sector organization will be as per current Government policy.
7. Transgender are encouraged to apply.
8. These vacancies are Post-Specific and Non-transferable.
9. No TA/DA shall be admissible to the candidates for test/interview.
10. Applicants working in Government / Semi-Government / Autonomous Bodies / Corporations should apply through proper channel by presenting N.O.C when called for the interview.
11. Candidates shall produce original documents, along with a set of attested copies of all relevant documents, at the date & time of interview, intimated by Primary & Secondary Healthcare Department.
12. Only the candidates with a degree from an IBCC recognized Board / institute or a reputed foreign institute (HEC equivalence) will be considered.
13. Submission of fake documents or concealment of any fact will lead to dis-qualification of the candidate.
14. Only short-listed candidates will be called for interview and typing test. The date & time of interview will be communicated through email / call /SMS.
15. In pursuance of directions at para 2(v) of No. SO(ERB)5-3/2014/contract/project, "for experience, in the relevant field including the experience of project, two marks per year upto maximum of ten marks shall be granted to already working employees."
16. The Department reserves the right to accept / reject / or cancel an application or recruitment against any post or whole recruitment process at any time without any notice / justification.
17. The hiring authority reserves the right to reject any or all applications, or cancel the whole recruitment process at any stage without assigning any reasons.
18. Final Terms & Conditions of appointment shall be settled on the actual date of appointment.
19. Decisions of Department on all matters concerning recruitment, including eligibility / short-listing / selection criteria shall be final.

DEPUTY SECRETARY (DEVELOPMENT & COORDINATION)
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