



# GOVERNMENT OF THE PUNJAB PRIMARY & SECONDARY HEALTHCARE DEPARTMENT

## CAREER OPPORTUNITIES AT DHQ / THQ HOSPITALS OF PUNJAB (DIVISION WISE)

Primary & Secondary Healthcare Department, Government of the Punjab intends to revamp the Management Structure of 125 District / Tehsil Headquarter Hospitals of Punjab for which the department invites the applications from qualified and experienced individuals (Male and Female) domiciled in Punjab on contract basis. The recruitment shall be non-transferable.

Following are the names of the 9 Divisions to be applied for. Posting will be made on any vacant post of 125 DHQ / THQ hospital of respective Divisions of Punjab.

|                      |                      |                           |
|----------------------|----------------------|---------------------------|
| <b>1. Rawalpindi</b> | <b>2. Gujranwala</b> | <b>3. Sargodha</b>        |
| <b>4. Faisalabad</b> | <b>5. Lahore</b>     | <b>6. Sahiwal</b>         |
| <b>7. Bahawalpur</b> | <b>8. Multan</b>     | <b>9. Dera Ghazi Khan</b> |

The eligibility criteria and requisite qualification to apply for these posts is as under:

| 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  | 30           | 21-35        | 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   | 30           | 21-35        | 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   | 30           | 21-35        | 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  | 60           | 21-35        | 60,000/-                       |
| 5.    | Finance & Budget Officer       | Masters 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.  | 30           | 21-35        | 60,000/-                       |
| 6.    | Quality Assurance Officer      | (i). Masters in Total Quality Management / Masters in Public Health/ Masters in Health Administration/ Masters in Hospital Management / Masters in Biochemistry / Biotechnology / Molecular Biology / Microbiology from an HEC recognized University or equivalent.<br>OR<br>(ii). 16 years education along with Post graduate diploma in Total Quality Management/ Post graduate diploma in Health Safety and Environmental Management System / Post graduate diploma in Healthcare and Hospital Management / Quality Assurance or equivalent. | Minimum 1 year post degree relevant professional experience.  | 30           | 21-35        | 60,000/-                       |
| 7.    | Logistics Officer              | M.Sc. Supply Chain Management/ MBA or Equivalent.   | Minimum 1 year experience in Supply Chain, logistics, fleet, warehousing and inventory management, clearing and forwarding. | 30           | 21-35        | 60,000/-                       |

|     |                           |  |  |    |       |          |
|-----|---------------------------|--|--|----|-------|----------|
| 8.  | Audit Officer             | Master's degree in Finance / MBA (Finance)/ Chartered Accountant/ ACCA/ M.Com or equivalent from HEC recognized University                       | Minimum 1 year post degree experience of Audit   | 30 | 21-35 | 60,000/- |
| 9.  | Bio-Medical Engineer      | BSc Bio-Medical Engineering/ BSc Electrical Engineering/ BSc Electronics or equivalent from HEC recognized University.                           | Minimum 1 Year post degree relevant experience. 2 year experience is preferable  | 30 | 21-35 | 60,000/- |
| 10. | 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. NTS would also conduct a typing test for the post of Data Entry Operator. | 30 | 21-30 | 25,000/- |
| 11. | 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.   | 30 | 21-35 | 40,000/- |

### **General Terms and Conditions**

- The above positions are offered on contract basis for 1 year under the Contract Appointment Policy 2004 of Government of the Punjab.
- The provincial quotas shall be applicable for the above mentioned posts @15% for Women, 5% for Minority and 3% for Disabled Persons.
- General age relaxation in upper age limit for Male Candidates = 5 Years and for Female Candidates = 8 Years.
- 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.
- 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**

- All Government Employees are eligible to apply through proper Channel.
- In case a candidate wishes to apply for more than one post, he/she must submit separate application form for each post.
- Candidates can download application form from National Testing Service (NTS) website ([www.nts.org.pk](http://www.nts.org.pk)), along with the deposit slip of Rs. 500/-
- 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.
- 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).
- Incomplete applications or applications received after close of office hours on the last date for submission of application will not be entertained.
- Application complete in all respects should reach NTS till **14<sup>th</sup> March, 2018 (Wednesday)**.
- Roll No. Slip shall be separately dispatched directly to candidate by NTS at least one week before the test.
- NTS will prepare Division wise result.
- Candidates shall have at least 50% marks in NTS test to qualify.
- 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-vis to be further considered in the recruitment process/ interview.
- The Shortlisted Candidates shall be called for final interview and list of selected candidates will be displayed on "[pshealth.punjab.gov.pk](http://pshealth.punjab.gov.pk)" and on Facebook page "Health Information & Service Delivery Unit (HISDU) of Primary & Secondary Healthcare Department.
- No TA/DA will be admissible to candidates.
- Department has the right to accept/ reject or cancel any application or recruitment process.
- The candidate will apply in Division where they are interested. The qualifying candidates will be offered options of different hospitals in the respective Division at the time of the interview. The selected candidates will be placed in hospitals with respect to their order of merit. Options exercised at the time of interview shall be final and selection shall be hospital specific and non-transferable.
- Number of vacancies can also be increased or decreased any time without any notice.
- Advertisement can also be downloaded from the website of Primary & Secondary Healthcare Department [www.pshealth.punjab.gov.pk](http://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.**



FOR FURTHER INFORMATION PLEASE CONTACT  
UAN: +92-51-844-444-1  
National Testing Service-Pakistan  
NTS Headquarter: 1-E, Street No. 46,  
Sector I-8/2, Islamabad



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