



GOVERNMENT OF THE PUNJAB

PRIMARY & SECONDARY HEALTHCARE DEPARTMENT



CAREER OPPORTUNITIES AT TEHSIL HEADQUARTER HOSPITALS

Primary & Secondary Healthcare Department, Government of the Punjab intends to revamp the **Management Structure of 83 Tehsil Headquarter Hospitals in Punjab** for which the department invites the applications from qualified and experienced individuals (Male and Female) domiciled in Punjab on contract basis (**Non-Transferable**).

Following are the names of 83 Tehsil Headquarter Hospitals:

Name of the THQ Hospital	Name & No. of Posts	Name of the THQ Hospital	Name & No. of Posts	Name of the THQ Hospital	Name & No. of Posts
CITY HOSPITAL TALAGANG	1. HR & Legal Officer (1) 2. Procurement Officer (1) 3. IT/Statistical Officer (1) 4. Data Entry Operator (2)	THQ Hospital, KABIR WALA	1. Data Entry Operator (1)	THQ Hospital, PINDI BHATTIAN	1. Procurement Officer (1) 2. Data Entry Operator (2)
GOVT. CIVIL HOSPITAL MULTAN (SS)	1. HR & Legal Officer (1) 2. Admin Officer (1) 3. Data Entry Operator (1)	THQ Hospital, KAHUTA	1. Admin Officer (1) 2. Finance & Budget Officer (1) 3. Procurement Officer (1) 4. IT/Statistical Officer (1) 5. Data Entry Operator (2)	THQ Hospital, PINDI GHEB	1. Admin Officer (1) 2. Procurement Officer (1) 3. IT/Statistical Officer (1) 4. Data Entry Operator (2)
THQ Hospital, 18-HAZARI, JHANG	1. Finance & Budget Officer (1) 2. Procurement Officer (1) 3. IT & Statistical Officer (1) 4. Data Entry Operator (1)	THQ Hospital, KALLAR KAHAR	1. HR & Legal Officer (1) 2. Finance & Budget Officer (1) 3. IT/Statistical Officer (1) 4. Data Entry Operator (2)	THQ Hospital, PIPLAN	1. Procurement Officer (1) 2. IT/Statistical Officer (1)
THQ Hospital, AHMEDPUR SIAL	1. Data Entry Operator (2)	THQ Hospital, KALLAR SYEDAN	1. Admin Officer (1) 2. Finance & Budget Officer (1) 3. Procurement Officer (1) 4. Data Entry Operator (2)	THQ Hospital, ROJHAN	1. HR & Legal Officer (1) 2. Admin Officer (1) 3. Finance & Budget Officer (1) 4. IT/Statistical Officer (1) 5. Data Entry Operator (2)
THQ Hospital, ALIPUR	1. Admin Officer (1) 2. Finance & Budget Officer (1) 3. Procurement Officer (1) 4. IT/Statistical Officer (1) 5. Data Entry Operator (2)	THQ Hospital, KALURKOT	1. HR & Legal Officer (1) 2. Finance & Budget Officer (1) 3. Data Entry Operator (2)	THQ Hospital, SADIQABAD	1. Finance & Budget Officer (1) 2. Data Entry Operator (1)
THQ Hospital, BHALWAL	1. Admin Officer (1) 2. Finance & Budget Officer (1) 3. IT/Statistical Officer (1)	THQ Hospital, KAMALIA	1. Finance & Budget Officer (1) 2. IT/Statistical Officer (1)	THQ Hospital, SAFDARABAD	1. Finance & Budget Officer (1) 2. Procurement Officer (1) 3. IT/Statistical Officer (1)
THQ Hospital, BHERA	1. HR & Legal Officer (1) 2. Admin Officer (1) 3. Data Entry Operator (1)	THQ Hospital, KAROR LAL ESAN	1. Finance & Budget Officer (1) 2. Data Entry Operator (1) 3. Admin Officer (1)	THQ Hospital, SAMBRIAL	1. Admin Officer (1) 2. Procurement Officer (1) 3. Data Entry Operator (2)
THQ Hospital, CHAK JHUMRA	1. Admin Officer (1) 2. Data Entry Operator (1) 3. IT/Statistical Officer (1)	THQ Hospital, KEHROR PACCA	1. HR & Legal Officer (1) 2. Admin Officer (1) 3. IT/Statistical Officer (1) 4. Finance & Budget Officer (1)	THQ Hospital, SANGLA HILL	1. HR & Legal Officer (1) 2. Finance & Budget Officer (1) 3. Data Entry Operator (2)
THQ Hospital, CHAO SAIDEN SHAH	1. Admin Officer (1) 2. Finance & Budget Officer (1) 3. IT/Statistical Officer (1) 4. Data Entry Operator (2)	THQ Hospital, KHAIR PUR TAMEWALI	1. Procurement Officer (1) 2. IT/Statistical Officer (1) 3. Data Entry Operator (1)	THQ Hospital, SARA-E-ALAMGIR	1. Procurement Officer (1) 2. IT/Statistical Officer (1) 3. Data Entry Operator (2)
THQ Hospital, CHOUBARA	1. Finance & Budget Officer (1) 2. Procurement Officer (1) 3. IT & Statistical Officer (1) 4. Data Entry Operator (2)	THQ Hospital, KHANPUR	1. HR & Legal Officer (1) 2. Admin Officer (1) 3. Finance & Budget Officer (1) 4. Data Entry Operator (1)	THQ Hospital, SHAHKOT	1. Finance & Budget Officer (1) 2. Data Entry Operator (1)
THQ Hospital, CHOWK AZAM	1. Admin Officer (1) 2. IT/Statistical Officer (1) 3. Data Entry Operator (2)	THQ Hospital, KHARIAN	1. Data Entry Operator (2)	THQ Hospital, SHAHPUR	1. Finance & Budget Officer (1) 2. Procurement Officer (1) 3. IT/Statistical Officer (1)
THQ Hospital, CHUNIAN	1. Admin Officer (1) 2. Finance & Budget Officer (1) 3. IT/Statistical Officer (1)	THQ Hospital, KHUSHAB	1. HR & Legal Officer (1) 2. Admin Officer (1) 3. Finance & Budget Officer (1) 4. IT/Statistical Officer (1) 5. Data Entry Operator (1)	THQ Hospital, SHAKARGARH	1. IT/Statistical Officer (1) 2. Data Entry Operator (2)
THQ Hospital, DARYAKHAN	1. Admin Officer (1) 2. Data Entry Operator (1)	THQ Hospital, KOT MOMIN	1. HR & Legal Officer (1) 2. Admin Officer (1) 3. Finance & Budget Officer (1) 4. Data Entry Operator (1)	THQ Hospital, SHARAFPUR SHARIF	1. Admin Officer (1) 2. Finance & Budget Officer (1) 3. IT/Statistical Officer (1)
THQ Hospital, DEPALPUR	1. Finance & Budget Officer (1) 2. Data Entry Operator (2)	THQ Hospital, KOT SULTAN	1. HR & Legal Officer (1) 2. Finance & Budget Officer (1) 3. Data Entry Operator (1)	THQ Hospital, SHORKOT	1. Procurement Officer (1) 2. Data Entry Operator (2)

THQ Hospital, DINGA	1. HR & Legal Officer (1) 2. Admin Officer (1) 3. Finance & Budget Officer (1) 4. Procurement Officer (1) 5. Data Entry Operator (2)	THQ Hospital, KOTLI SATTIAN	1. Data Entry Operator (1)	THQ Hospital, SILLANWALI	1. HR & Legal Officer (1) 2. Finance & Budget Officer (1) 3. IT & Statistical Officer (1) 4. Data Entry Operator (1)
THQ Hospital, DUNYAPUR	1. Admin Officer (1) 2. Finance & Budget Officer (1) 3. IT/Statistical Officer (1) 4. Data Entry Operator (1)	THQ Hospital, KUNJAH, GUJRAT	1. Finance & Budget Officer (1) 2. Procurement Officer (1) 3. IT/Statistical Officer (1) 4. Data Entry Operator (2)	THQ Hospital, SOHAWA	1. HR & Legal Officer (1) 2. Admin Officer (1) 3. Data Entry Operator (2) 4. Procurement Officer (1)
THQ Hospital, FATEH JANG	1. HR & Legal Officer (1) 2. Finance & Budget Officer (1) 3. IT/Statistical Officer (1) 4. Data Entry Operator (2)	THQ Hospital, LALIAN	1. HR & Legal Officer (1) 2. Admin Officer (1) 3. IT/Statistical Officer (1) 4. Data Entry Operator (1)	THQ Hospital, SUMUNDRI	1. Procurement Officer (1) 2. Data Entry Operator (1)
THQ Hospital, FEROZEWALA	1. HR & Legal Officer (1) 2. Admin Officer (1) 3. Procurement Officer (1) 4. Data Entry Operator (2)	THQ Hospital, LIAQATPUR	1. HR & Legal Officer (1) 2. Finance & Budget Officer (1) 3. IT/Statistical Officer (1) 4. Data Entry Operator (1)	THQ Hospital, TALAGANG	1. Finance & Budget Officer (1) 2. IT/Statistical Officer (1) 3. Data Entry Operator (2)
THQ Hospital, FORT ABBAS.	1. HR & Legal Officer (1) 2. Admin Officer (1) 3. Procurement Officer (1) 4. IT/Statistical Officer (1) 5. Data Entry Operator (1)	THQ Hospital, MAILSI	1. HR & Legal Officer (1) 2. Procurement Officer (1) 3. IT/Statistical Officer (1)	THQ Hospital, TAXILA	1. IT/Statistical Officer (1) 2. Data Entry Operator (2)
THQ Hospital, GUJAR KHAN	1. Finance & Budget Officer (1) 2. Data Entry Operator (1)	THQ Hospital, MALAKWAL	1. IT/Statistical Officer (1)		
THQ Hospital, HAROO ABAD	1. Procurement Officer (1) 2. IT/Statistical Officer (1) 3. Data Entry Operator (1)	THQ Hospital, MANKERA	1. Finance & Budget Officer (1) 2. IT/Statistical Officer (1) 3. Data Entry Operator (1)	THQ Hospital, THAL HOSPITAL LAYYAH	1. Procurement Officer (1)
THQ Hospital, HASILPUR	1. HR & Legal Officer (1) 2. Finance & Budget Officer (1) 3. IT/Statistical Officer (1)	THQ Hospital, MINCHINABAD	1. Admin Officer (1) 2. Finance & Budget Officer (1) 3. Data Entry Operator (1)	THQ Hospital, WAZIRABAD	1. Admin Officer (1) 2. Finance & Budget Officer (1) 3. Data Entry Operator (2)
THQ Hospital, HASSAN ABDAL	1. Admin Officer (1) 2. Procurement Officer (1) 3. Data Entry Operator (1)	THQ Hospital, MURIDKE	1. Finance & Budget Officer (1) 2. IT/Statistical Officer (1) 3. Data Entry Operator (1)	THQ Hospital, YAZMAN	1. Admin Officer (1) 2. IT/Statistical Officer (1) 3. Data Entry Operator (1)
THQ Hospital, HAVALI LAKHA	1. Finance & Budget Officer (1) 2. IT/Statistical Officer (1)	THQ Hospital, MURREE	1. Admin Officer (1) 2. Procurement Officer (1) 3. Data Entry Operator (2)	THQ Hospital Mian Meer	1. HR & Legal Officer (1) 2. Procurement Officer (1) 3. IT/Statistical Officer (1) 4. Data Entry Operator (2) 5. Finance & Budget Office (1) 6. Admin Officer (1)
THQ Hospital, JAHANIAN	1. Finance & Budget Officer (1) 2. Data Entry Operator (1)	THQ Hospital, NOSHEHRA VIKRAH	1. Admin Officer (1) 2. Procurement Officer (1)	THQ Hospital, Renala Khurd	1. HR & Legal Officer (1) 2. Procurement Officer (1) 3. IT/Statistical Officer (1) 4. Data Entry Operator (2) 5. Finance & Budget Officer (1) 6. Admin Officer (1)
THQ Hospital, JALALPUR PIRWALA	1. Admin Officer (1) 2. Procurement Officer (1)	THQ Hospital, PASRUR	1. Admin Officer (1) 2. Finance & Budget Officer (1) 3. Procurement Officer (1) 4. Data Entry Operator (1)	THQ Hospital, PIND DADEN KHAN	1. Admin Officer (1) 2. IT/Statistical Officer (1) 3. Data Entry Operator (2)
THQ Hospital, JAMPUR	1. HR & Legal Officer (1) 2. Finance & Budget Officer (1) 3. IT/Statistical Officer (1) 4. Data Entry Operator (1)	THQ Hospital, PATTOKI	1. Admin Officer (1) 2. Data Entry Operator (2)	THQ Hospital, PHALIA	1. HR & Legal Officer (1) 2. Finance & Budget Officer (1) 3. IT & Statistical Officer (1) 4. Admin Officer (1)
THQ Hospital, JAND	1. Procurement Officer (1) 2. IT/Statistical Officer (1) 3. Data Entry Operator (1)	THQ Hospital, JARANWALA	1. HR & Legal Officer (1) 2. Finance & Budget Officer (1) 3. Procurement Officer (1) 4. IT/Statistical Officer (1) 5. Data Entry Operator (2)	THQ Hospital, JATOI	1. HR & Legal Officer (1) 2. Procurement Officer (1) 3. IT/Statistical Officer (1) 4. Data Entry Operator (2)



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

Sr. #	Name of the Post	Qualification	Experience& Skills	Age in Years
1.	Procurement Officer	Master's 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 relevant professional experience	21-35
2	Admin Officer	Master's 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	21-35
3	Human Resource & Legal Officer	Master's 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	21-35
4	IT/ Statistical Officer	Master's 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	21-35

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.	21-35
6	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

General Terms and Conditions

1. The above positions are being offered on Contract basis (till 30.06.2022, extendable subject to satisfactory performance) under the Contract Appointment Policy 2004 (revised in 2016) of the Government of the Punjab.
2. Age relaxation of candidates working in public sector organization will be as per current Government policy.
3. Disabled candidates /Special Persons shall attach proof of registration from Social Welfare Department along with Disability Certificate.
4. Transgender are encouraged to apply.
5. Candidates having domicile of Punjab shall only be eligible to apply
6. These vacancies are post specific and non-transferable.
7. No TA/DA will be admissible to the candidates for test/interview
8. Candidates already working in Government/Semi Government/Autonomous Bodies should apply through proper channel
9. The age of the candidate will be calculated on the last date of submission of application.
10. Submission of fake documents or concealment of any fact will lead to dis-qualification of the candidate.
11. Only the degree issued by the university/institute recognized by the HEC or reputed foreign university with HEC equivalence, will be considered.
12. Only short-listed candidates will be called for interview. The date & time of interview will be communicated through email/call/SMS by the concerned department.
13. Complete Original documents along with a set of attested photocopies will be provided by the applicant at the time of interview.
14. No. of vacancies can be increased/decreased at any time without any notice.
15. The Department reserves the right to reject any or all applications, or cancel the whole recruitment process at any stage without assigning any reasons.
16. Final Terms & Conditions of appointment shall be settled at the actual date of appointment.
17. Decisions of Department on all matters concerning recruitment, including eligibility/ short listing/ selection criteria shall be final.
18. In case a candidate wishes to apply for more than one post, he / she must submit separate application form for each post.
19. Candidates will provide preference of place of posting when submitting online application.
20. Candidate shall apply online by visiting National Testing Service (NTS) website (www.nts.org.pk)
21. Candidates shall submit duly filled in Application form (online), along with deposit slip of prescribed fee in favor of National Testing Service, Copy of CNIC and two recent passport size photographs are to be sent directly to NTS through courier on the address mentioned on Application Form.
22. Test fee shall be paid through 1 Link 1 Bill Participating Banks/ATM/Internet Banking/Mobile Banking/Easy Paisa/Jazz Cash/TCS Express Counters using 20 Digits Invoice numbers generated in your fee slip. Only 1 bill invoice payment will be accepted.
23. Incomplete applications or applications received after due date or closing of office hours on the last date for submission of application will not be entertained
24. Application completed in all respect should reach NTS till 5th January, 2022.
25. The date of written test shall be communicated to the eligible/shortlisted candidates only through NTS. Candidates are advised to keep on visiting NTS website for updates.
26. Roll No. Slip shall be uploaded on NTS website at least one week before the test and candidates will be informed through SMS
27. Candidates shall have at least 50% marks in NTS test to qualify.
28. In case of large number of candidates Qualifying NTS test, Appointing Authority reserves the right to decide upon any threshold marks ratio of candidates for shortlisting and interviews.
29. Department has the right to accept/ reject or cancel any application or recruitment process.
30. Advertisement can also be downloaded from the website of Project Management Unit “ <http://www.pmuhealth.gop.pk/> “

 <p>FOR FURTHER INFORMATION, PLEASE CONTACT UAN: +92-51-844-4441 National Testing Service-Pakistan NTS Headquarter: Plot No.96, Street No. 4, H-8/1, Islamabad</p>	<p>Project Management Unit, Primary & Secondary Healthcare Department Government of Punjab Ph. 042-35775360-64 31 E/1, Shahrah-e-Imam Hussain, Gulberg-III, Lahore.</p> 
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