



**GOVERNMENT OF THE PUNJAB
SPECIALIZED HEALTHCARE & MEDICAL EDUCATION DEPARTMENT**

CAREER OPPORTUNITIES AT TEACHING HOSPITALS / INSTITUTES UNDER SHC&ME DEPARTMENT

Specialized Healthcare & Medical Education Department, Government of the Punjab intends to revamp the Management, Structure of following Teaching Hospital / Institutions in Punjab for which the department invites the applications from qualified and experienced individuals domiciled in Punjab on contract basis (Non-Transferable):

Sr. No.	Hospital / Institute Name	Post Name	No. of Post	Sr. No.	Hospital / Institute Name	Post Name	No. of Post
1	Allied Hospital, Faisalabad	Admin Officer	1	9	Jinnah Hospital, Lahore	Admin Officer	1
		Human Resource/Legal Officer	1			Human Resource/Legal Officer	1
		IT/Statistical Officer	1			IT/Statistical Officer	1
		Finance & Budget Officer	1			Finance & Budget Officer	1
		Audit Officer	1			Audit Officer	1
		Procurement Officer	1			Procurement Officer	1
		Data Entry Operator (DEO)	4			Data Entry Operator (DEO)	4
		Quality Assurance Officer	1			Quality Assurance Officer	1
		Bio Medical Engineer	1			Bio Medical Engineer	1
		Logistics Officer	1			Logistics Officer	1
		Assistant Admin Officer	4			Assistant Admin Officer	4
2	Holy Family Hospital, Rawalpindi	Admin Officer	1	10	Services hospital, Lahore	Admin Officer	1
		Human Resource/Legal Officer	1			Human Resource/Legal Officer	1
		IT/Statistical Officer	1			IT/Statistical Officer	1
		Finance & Budget Officer	1			Finance & Budget Officer	1
		Audit Officer	1			Audit Officer	1
		Procurement Officer	1			Procurement Officer	1
		Data Entry Operator (DEO)	4			Data Entry Operator (DEO)	4
		Quality Assurance Officer	1			Quality Assurance Officer	1
		Bio Medical Engineer	1			Bio Medical Engineer	1
		Logistics Officer	1			Logistics Officer	1
		Assistant Admin Officer	4			Assistant Admin Officer	4
3	Nishtar Hospital, Multan	Admin Officer	1	11	Lahore General Hospital, Lahore	Admin Officer	1
		Human Resource/Legal Officer	1			Human Resource/Legal Officer	1
		IT/Statistical Officer	1			IT/Statistical Officer	1
		Finance & Budget Officer	1			Finance & Budget Officer	1
		Audit Officer	1			Audit Officer	1
		Procurement Officer	1			Procurement Officer	1
		Data Entry Operator (DEO)	4			Data Entry Operator (DEO)	4
		Quality Assurance Officer	1			Quality Assurance Officer	1
		Bio Medical Engineer	1			Bio Medical Engineer	1
		Logistics Officer	1			Logistics Officer	1
		Assistant Admin Officer	4			Assistant Admin Officer	4
4	Children's Hospital & the Institute of Child health (CH&ICH) Lahore	Admin Officer	1	12	Sheikh Zayed hospital, Rahim Yar Khan	Admin Officer	1
		Human Resource/Legal Officer	1			Human Resource/Legal Officer	1
		IT/Statistical Officer	1			IT/Statistical Officer	1
		Finance & Budget Officer	1			Finance & Budget Officer	1
		Audit Officer	1			Audit Officer	1
		Procurement Officer	1			Procurement Officer	1
		Data Entry Operator (DEO)	4			Data Entry Operator (DEO)	4
		Quality Assurance Officer	1			Quality Assurance Officer	1
		Bio Medical Engineer	1			Bio Medical Engineer	1
		Logistics Officer	1			Logistics Officer	1
		Assistant Admin Officer	4			Assistant Admin Officer	4
5	Bahawal Victoria Hospital, Bahawalpur	Admin Officer	1	13	Ch. Pervaiz Elahi Institute of Cardiology (CPEIC) Multan.	Admin Officer	1
		Human Resource/Legal Officer	1			Human Resource/Legal Officer	1
		IT/Statistical Officer	1			IT/Statistical Officer	1
		Finance & Budget Officer	1			Finance & Budget Officer	1
		Audit Officer	1			Audit Officer	1
		Procurement Officer	1			Procurement Officer	1
		Data Entry Operator (DEO)	4			Data Entry Operator (DEO)	4
		Quality Assurance Officer	1			Quality Assurance Officer	1
		Bio Medical Engineer	1			Bio Medical Engineer	1
		Logistics Officer	1			Logistics Officer	1
		Assistant Admin Officer	4			Assistant Admin Officer	4
6	DHQ Teaching Hospital, Sahiwal	Admin Officer	1	14	Punjab Institute of Cardiology (PIC), Lahore	Admin Officer	1
		Human Resource/Legal Officer	1			Human Resource/Legal Officer	1
		IT/Statistical Officer	1			IT/Statistical Officer	1
		Finance & Budget Officer	1			Finance & Budget Officer	1
		Audit Officer	1			Audit Officer	1
		Procurement Officer	1			Procurement Officer	1
		Data Entry Operator (DEO)	4			Data Entry Operator (DEO)	4
		Quality Assurance Officer	1			Quality Assurance Officer	1
		Bio Medical Engineer	1			Bio Medical Engineer	1
		Logistics Officer	1			Logistics Officer	1
		Assistant Admin Officer	4			Assistant Admin Officer	4
7	DHQ Hospital, Gujranwala	Admin Officer	1	15	Children's Hospital & the Institute of Child Health (CH&ICH), Multan	Admin Officer	1
		Human Resource/Legal Officer	1			Human Resource/Legal Officer	1
		IT/Statistical Officer	1			IT/Statistical Officer	1
		Finance & Budget Officer	1			Finance & Budget Officer	1
		Audit Officer	1			Audit Officer	1
		Procurement Officer	1			Procurement Officer	1
		Data Entry Operator (DEO)	4			Data Entry Operator (DEO)	4
		Quality Assurance Officer	1			Quality Assurance Officer	1
		Bio Medical Engineer	1			Bio Medical Engineer	1
		Logistics Officer	1			Logistics Officer	1
		Assistant Admin Officer	4			Assistant Admin Officer	4
8	Sir Ganga Ram Hospital, Lahore	Admin Officer	1			Admin Officer	1
		Human Resource/Legal Officer	1			Human Resource/Legal Officer	1
		IT/Statistical Officer	1			IT/Statistical Officer	1
		Finance & Budget Officer	1			Finance & Budget Officer	1
		Audit Officer	1			Audit Officer	1
		Procurement Officer	1			Procurement Officer	1
Data Entry Operator (DEO)	4	Data Entry Operator (DEO)	4				
Quality Assurance Officer	1	Quality Assurance Officer	1				

Sr. No.	Hospital / Institute Name	Post Name	No. of Post
		Bio Medical Engineer	1
		Logistics Officer	1
		Assistant Admin Officer	4
16	Sadiq Abbasi Teaching Hospital, Bahawalpur	Admin Officer	1
		Human Resource/Legal Officer	1
		IT/Statistical Officer	1
		Finance & Budget Officer	1
		Procurement Officer	1
		Data Entry Operator (DEO)	2
		Quality Assurance Officer	1
		Logistics Officer	1
		Assistant Admin Officer	2
17	DHQ Teaching Hospital, Faisalabad	Admin Officer	1
		Human Resource/Legal Officer	1
		IT/Statistical Officer	1
		Finance & Budget Officer	1
		Procurement Officer	1
		Data Entry Operator (DEO)	2
		Quality Assurance Officer	1
		Logistics Officer	1
		Assistant Admin Officer	2
18	Gujranwala Teaching Hospital, Gujranwala	Admin Officer	1
		Human Resource/Legal Officer	1
		IT/Statistical Officer	1
		Finance & Budget Officer	1
		Procurement Officer	1
		Data Entry Operator (DEO)	2
		Quality Assurance Officer	1
		Logistics Officer	1
		Assistant Admin Officer	2
19	DHQ Teaching Hospital, D.G Khan	Admin Officer	1
		Human Resource/Legal Officer	1
		IT/Statistical Officer	1
		Finance & Budget Officer	1
		Procurement Officer	1
		Data Entry Operator (DEO)	2
		Quality Assurance Officer	1
		Logistics Officer	1
		Assistant Admin Officer	2
20	Benazir Bhutto Hospital, Rawalpindi	Admin Officer	1
		Human Resource/Legal Officer	1
		IT/Statistical Officer	1
		Finance & Budget Officer	1
		Procurement Officer	1
		Data Entry Operator (DEO)	2
		Quality Assurance Officer	1
		Logistics Officer	1
		Assistant Admin Officer	2

Sr. No.	Hospital / Institute Name	Post Name	No. of Post
21	DHQ Teaching Hospital, Rawalpindi	Admin Officer	1
		Human Resource/Legal Officer	1
		IT/Statistical Officer	1
		Finance & Budget Officer	1
		Procurement Officer	1
		Data Entry Operator (DEO)	2
		Quality Assurance Officer	1
		Logistics Officer	1
		Assistant Admin Officer	2
22	Faisalabad Institute of Cardiology, Faisalabad	Admin Officer	1
		Human Resource/Legal Officer	1
		IT/Statistical Officer	1
		Finance & Budget Officer	1
		Procurement Officer	1
		Data Entry Operator (DEO)	2
		Quality Assurance Officer	1
		Logistics Officer	1
		Assistant Admin Officer	2
23	Rawalpindi Institute of Cardiology, Rawalpindi	Admin Officer	1
		Human Resource/Legal Officer	1
		IT/Statistical Officer	1
		Finance & Budget Officer	1
		Procurement Officer	1
		Data Entry Operator (DEO)	2
		Quality Assurance Officer	1
		Logistics Officer	1
		Assistant Admin Officer	2
24	Wazirabad Institute of Cardiology, Wazirabad	Admin Officer	1
		Human Resource/Legal Officer	1
		IT/Statistical Officer	1
		Finance & Budget Officer	1
		Procurement Officer	1
		Data Entry Operator (DEO)	2
		Quality Assurance Officer	1
		Logistics Officer	1
		Assistant Admin Officer	2
25	Punjab Institute of Neuro Sciences, Lahore	Admin Officer	1
		Human Resource/Legal Officer	1
		IT/Statistical Officer	1
		Finance & Budget Officer	1
		Procurement Officer	1
		Data Entry Operator (DEO)	2
		Quality Assurance Officer	1
		Logistics Officer	1
		Assistant Admin Officer	2

General Terms and Conditions:

- The above positions are being offered on Contract basis, extendable (subject to satisfactory performance) under the Contract Appointment Policy 2004 (amended till date) of the Government of the Punjab and extension of PC-I.
- Age relaxation will be applicable as per government policy.
- Special Persons shall attach proof of registration from Social Welfare Department along with Disability Certificate.
- Transgender are encouraged to apply.
- Candidates having domicile of Punjab shall only be eligible to apply.
- These vacancies are post specific and non-transferable.
- No TA/DA will be admissible to the candidates for test/interview.
- Candidates already working in Government/Semi Government/Autonomous Bodies should apply through proper channel.
- The age and experience of the candidate will be calculated on the last date of submission of application.
- Submission of fake documents or concealment of any fact will lead to dis-qualification of the candidate at any stage of recruitment process or during service.
- Only the degree issued by the university/institute recognized by the HEC or reputed foreign university with HEC equivalence, will be considered. The degree program must be HEC recognized on or before closing date of the advertisement.
- 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.
- Complete original documents along with a set of attested photocopies will be provided by the applicant at the time of interview. Candidates will bring all the degrees attested by HEC at the time of interview, otherwise, he/she would not be allowed to appear in interview.
- Number of vacancies can be increased/decreased at any time without any notice.
- The Department reserves the right to reject any or all applications, or cancel the whole recruitment process at any stage without assigning any reasons.
- Final Terms & Conditions of appointment shall be settled at the actual date of appointment.
- Decisions of Department on all matters concerning recruitment, including eligibility/ short listing/ selection criteria shall be final.
- One Individual Candidate is eligible to apply for five (05) stations for any category (Admin Officer, Audit Officer, HR & Legal Officer etc.) of his/her own choice.
- In case a candidate wishes to apply for more than one category, he/she must have to submit separate application form for each category.
- Candidate shall apply online by visiting National Testing Service (NTS) website (www.nts.org.pk)
- 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 along with all relevant documents (educational and experience certificates) are to be sent directly to NTS through courier on the address mentioned on Application Form.
- 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.
- 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.
- Application completed in all respect must reach NTS till **18-November-2023**.
- 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.
- Roll No. Slip shall be uploaded on NTS website before the test.
- Candidates shall have at least 50% marks in NTS to pass the test. However, shortlisting for interview will be done as per criteria defined by the Department.
- Advertisement can also be downloaded from the website of SHC&ME Department (<https://health.punjab.gov.pk/Jobs.aspx>)

Eligibility Criteria

Admin Officer (Age Limit : 21-35 years)	1. Minimum qualification Master' degree in Economics/Public Administration/ Finance/ MBA Finance/Administrating or equivalent from HEC recognized University. 2. Minimum 2 years post degree experience of administration (Additional credit may be given for hospital administration/ Public sector administration of similar nature)
Human Resource/Legal Officer (Age Limit : 21-35 years)	1. Minimum qualification Masters' degree in Economics/ Public Administration/ Finance/ MBA HR/Management/ Finance/Administration or equivalent from HEC recognized University 2. Minimum 1 year post degree experience of administration (Additional credit may be given for hospital administration/Public sector experience of similar nature)
IT/Statistical Officer (Age Limit : 21-35 years)	1. Minimum qualification Masters' degree in Computer Science or equivalent from HEC recognized University 2. 2 years post degree experience of IT/Data analysis (Additional credit may be given for similar assignment experience)
Finance & Budget Officer (Age Limit : 21-35 years)	1. Minimum qualification Masters' degree in Finance/ MBA Finance or equivalent from HEC recognized University (Additional credit may be given to Charter accountant/ACCA) 2. Minimum 2 years post degree experience of Finance, Accounts & Budget (Additional credit may be given for Public sector experience of similar nature)
Audit Officer (Age Limit : 21-35 years)	1. Minimum qualification Masters' degree in Finance/ MBA Finance or equivalent from HEC recognized University 2. Minimum 2 years post degree experience of audit (Additional credit may be given for Public sector experience of similar nature)
Procurement Officer (Age Limit : 21-35 years)	1. Minimum qualification Masters' degree in Finance/ MBA Finance or equivalent from HEC recognized University 2. 2 years post degree experience of procurement (Additional credit may be given for public sector experience of procurement)
Data Entry Operator (DEO) (Age Limit : 21-30 years)	1. Minimum qualification B.COM/ Masters' degree in Statistics from HEC recognized University 2. Proficient in MS Word/ MS Excel/ MS Power point (additional credit may be given for additional relevant certified computer courses) 3. One year post degree relevant experience
Quality Assurance Officer (Age Limit : 21-35 years)	1. 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. OR 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. 2. Minimum 1 Year post degree relevant experience.
Bio Medical Engineer (Age Limit : 21-35 years)	1. BSc Bio-Medical Engineering / BSc Electrical Engineering/ BSc Electronics or equivalent from HEC recognized University. 2. Minimum 1 Year post degree relevant experience.
Logistics Officer (Age Limit : 21-35 years)	1. M.Sc. Supply Chain Management/ MBA or Equivalent. 2. One year experience in Supply Chain, and logistics, fleet, warehousing and inventory management, clearing and forwarding.
Assistant Admin Officer (Age Limit : 21-35 years)	1. Minimum qualification Masters' degree in Economics/ Public Administration/ Finance/ MBA Finance/Administration or equivalent from HEC recognized University 2. Minimum 2 years post degree experience of administration (Additional credit may be given for hospital administration/ Public sector administration of similar nature)

SECTION OFFICER (GENERAL)

SPECIALIZED HEALTHCARE & MEDICAL EDUCATION DEPARTMENT
11-A LAWRENCE ROAD, LAHORE (<https://health.punjab.gov.pk/>)