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## Primary & Secondary Healthcare Department Job | Govt of Punjab Jobs | Healthcare Jobs

### Description

Primary & Secondary Healthcare Department Invites applications from Pakistani Nationals for the following Positions.

### Responsibilities

- THQ Hospital

### Qualifications

The aforesaid Job announcement is published in the newspaper. Last date to submit the applications is **January 03, 2022**. For more details about the vacancies, Please see below Job Advertisement for job descriptions, job requirements (e.g. experience, qualification, and age limit), and other perks and privileges' offered by the department.

### Contacts

### Hiring organization

Primary & Secondary Healthcare Department

### Employment Type

Full-time

### Industry

Healthcare / Medical

### Job Location

Gulberg III, Lahore, Punjab, Pakistan

### Date posted

December 19, 2021

### Valid through

03.01.2022

**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
CTTY Hospital, TALAGARH	1. HR & Legal Officer (01) 2. Finance & Budget Officer (01) 3. IT Statistical Officer (01) 4. Data Entry Operator (01)	THQ Hospital, KASBI KHALA	1. Data Entry Operator (01)	THQ Hospital, FEROZ KHATTAN	1. Procurement Officer (01) 2. Data Entry Operator (01)
SDNY DISTRICT HOSPITAL, MULTAN (SD)	1. HR & Legal Officer (01) 2. Admin Officer (01) 3. Data Entry Operator (01)	THQ Hospital, KHAYAT	1. Admin Officer (01) 2. Finance & Budget Officer (01) 3. Procurement Officer (01) 4. IT Statistical Officer (01) 5. Data Entry Operator (01)	THQ Hospital, PIR WAZIR	1. Admin Officer (01) 2. Procurement Officer (01) 3. Statistical Officer (01) 4. Data Entry Operator (01)
THQ Hospital, BANGAR, JANG	1. Finance & Budget Officer (01) 2. Procurement Officer (01) 3. IT Statistical Officer (01) 4. Data Entry Operator (01)	THQ Hospital, KHALAR-KANAR	1. HR & Legal Officer (01) 2. Finance & Budget Officer (01) 3. Procurement Officer (01) 4. Data Entry Operator (01)	THQ Hospital, PILLAR	1. Procurement Officer (01) 2. IT Statistical Officer (01)
THQ Hospital, AMBERPUR, HUK	1. Data Entry Operator (01)	THQ Hospital, KHALAR, SETHI	1. Admin Officer (01) 2. Finance & Budget Officer (01) 3. Procurement Officer (01) 4. Data Entry Operator (01)	THQ Hospital, NOLKAR	1. HR & Legal Officer (01) 2. Admin Officer (01) 3. Finance & Budget Officer (01) 4. IT Statistical Officer (01) 5. Data Entry Operator (01)
THQ Hospital, ALUJHA	1. Admin Officer (01) 2. Finance & Budget Officer (01) 3. Procurement Officer (01) 4. IT Statistical Officer (01) 5. Data Entry Operator (01)	THQ Hospital, KHALAR, SETHI	1. HR & Legal Officer (01) 2. Finance & Budget Officer (01) 3. Data Entry Operator (01)	THQ Hospital, BARKHAN	1. Finance & Budget Officer (01) 2. Procurement Officer (01) 3. IT Statistical Officer (01)
THQ Hospital, SIKRANA	1. Finance & Budget Officer (01) 2. Procurement Officer (01)	THQ Hospital, KHALAR, SETHI	1. Finance & Budget Officer (01) 2. Procurement Officer (01) 3. Data Entry Operator (01)	THQ Hospital, BAFI SAKANG	1. Finance & Budget Officer (01) 2. Procurement Officer (01) 3. IT Statistical Officer (01)
THQ Hospital, BHARA	1. HR & Legal Officer (01) 2. Admin Officer (01) 3. Data Entry Operator (01)	THQ Hospital, KHALAR, SETHI	1. Finance & Budget Officer (01) 2. Procurement Officer (01) 3. Data Entry Operator (01)	THQ Hospital, SAMRAL	1. Admin Officer (01) 2. Procurement Officer (01) 3. Data Entry Operator (01)
THQ Hospital, CHAN, ANWAR	1. Admin Officer (01) 2. Data Entry Operator (01) 3. IT Statistical Officer (01)	THQ Hospital, KHALAR, SETHI	1. HR & Legal Officer (01) 2. Admin Officer (01) 3. IT Statistical Officer (01)	THQ Hospital, SANGLA HILL	1. HR & Legal Officer (01) 2. Finance & Budget Officer (01) 3. Data Entry Operator (01)
THQ Hospital, CHAK, KASHER	1. Admin Officer (01) 2. Finance & Budget Officer (01) 3. Data Entry Operator (01)	THQ Hospital, KHALAR, SETHI	1. Procurement Officer (01) 2. IT Statistical Officer (01) 3. Data Entry Operator (01)	THQ Hospital, SARFA & ALAMOR	1. Procurement Officer (01) 2. IT Statistical Officer (01) 3. Data Entry Operator (01)
THQ Hospital, CHOLABARA	1. Finance & Budget Officer (01) 2. Procurement Officer (01) 3. IT Statistical Officer (01) 4. Data Entry Operator (01)	THQ Hospital, KHALAR, SETHI	1. HR & Legal Officer (01) 2. Admin Officer (01) 3. Data Entry Operator (01)	THQ Hospital, SHAKROT	1. Finance & Budget Officer (01) 2. Procurement Officer (01) 3. Data Entry Operator (01)
THQ Hospital, CHORNI, ADAM	1. Admin Officer (01) 2. IT Statistical Officer (01) 3. Data Entry Operator (01)	THQ Hospital, KHALAR, SETHI	1. Data Entry Operator (01)	THQ Hospital, SHAKROT	1. Finance & Budget Officer (01) 2. Procurement Officer (01) 3. IT Statistical Officer (01)
THQ Hospital, CHAUNAN	1. Admin Officer (01) 2. Finance & Budget Officer (01) 3. IT Statistical Officer (01)	THQ Hospital, KHALAR, SETHI	1. HR & Legal Officer (01) 2. Admin Officer (01) 3. Data Entry Operator (01)	THQ Hospital, SHAKROT	1. IT Statistical Officer (01) 2. Data Entry Operator (01)
THQ Hospital, DARTASHAN	1. Admin Officer (01) 2. Data Entry Operator (01)	THQ Hospital, KHALAR, SETHI	1. HR & Legal Officer (01) 2. Admin Officer (01) 3. Data Entry Operator (01)	THQ Hospital, SHAKROT	1. Admin Officer (01) 2. Finance & Budget Officer (01) 3. IT Statistical Officer (01)
THQ Hospital, DEEPALPUR	1. Finance & Budget Officer (01) 2. Data Entry Operator (01)	THQ Hospital, KHALAR, SETHI	1. HR & Legal Officer (01) 2. Admin Officer (01) 3. Data Entry Operator (01)	THQ Hospital, SHAKROT	1. Procurement Officer (01) 2. Data Entry Operator (01)
THQ Hospital, DINGA	1. HR & Legal Officer (01) 2. Admin Officer (01) 3. Finance & Budget Officer (01) 4. Procurement Officer (01) 5. Data Entry Operator (01)	THQ Hospital, KHALAR, SETHI	1. Data Entry Operator (01)	THQ Hospital, SHAKROT	1. HR & Legal Officer (01) 2. Finance & Budget Officer (01) 3. IT & Statistical Officer (01) 4. Data Entry Operator (01)
THQ Hospital, DUNYAPUR	1. Admin Officer (01) 2. Finance & Budget Officer (01) 3. IT Statistical Officer (01) 4. Data Entry Operator (01)	THQ Hospital, KHALAR, SETHI	1. Finance & Budget Officer (01) 2. Procurement Officer (01) 3. IT Statistical Officer (01) 4. Data Entry Operator (01)	THQ Hospital, SHAKROT	1. HR & Legal Officer (01) 2. Finance & Budget Officer (01) 3. Data Entry Operator (01) 4. Procurement Officer (01)
THQ Hospital, FATEH JANG	1. HR & Legal Officer (01) 2. Finance & Budget Officer (01) 3. IT Statistical Officer (01) 4. Data Entry Operator (01)	THQ Hospital, KHALAR, SETHI	1. HR & Legal Officer (01) 2. Admin Officer (01) 3. Data Entry Operator (01)	THQ Hospital, SHAKROT	1. Procurement Officer (01) 2. Data Entry Operator (01)
THQ Hospital, FEROZKOTLA	1. HR & Legal Officer (01) 2. Admin Officer (01) 3. Procurement Officer (01) 4. IT Statistical Officer (01) 5. Data Entry Operator (01)	THQ Hospital, KHALAR, SETHI	1. HR & Legal Officer (01) 2. Admin Officer (01) 3. Data Entry Operator (01)	THQ Hospital, TALAGARH	1. Finance & Budget Officer (01) 2. Procurement Officer (01) 3. Data Entry Operator (01)
THQ Hospital, FORT ABAS	1. HR & Legal Officer (01) 2. Admin Officer (01) 3. Procurement Officer (01) 4. IT Statistical Officer (01) 5. Data Entry Operator (01)	THQ Hospital, KHALAR, SETHI	1. HR & Legal Officer (01) 2. Admin Officer (01) 3. Data Entry Operator (01)	THQ Hospital, TALLA	1. IT Statistical Officer (01) 2. Data Entry Operator (01)
THQ Hospital, GILLAR, KOTAN	1. Finance & Budget Officer (01) 2. Data Entry Operator (01)	THQ Hospital, KHALAR, SETHI	1. IT Statistical Officer (01)	THQ Hospital, TALLA	1. Data Entry Operator (01)
THQ Hospital, HANDEEN, ADAM	1. Procurement Officer (01) 2. IT Statistical Officer (01) 3. Data Entry Operator (01)	THQ Hospital, KHALAR, SETHI	1. Finance & Budget Officer (01) 2. Procurement Officer (01) 3. Data Entry Operator (01)	THQ Hospital, TALLA	1. Procurement Officer (01)
THQ Hospital, HARBAPUR	1. HR & Legal Officer (01) 2. Finance & Budget Officer (01) 3. IT Statistical Officer (01) 4. Data Entry Operator (01)	THQ Hospital, KHALAR, SETHI	1. Admin Officer (01) 2. Finance & Budget Officer (01) 3. Data Entry Operator (01)	THQ Hospital, WADARABAD	1. Admin Officer (01) 2. Finance & Budget Officer (01) 3. Data Entry Operator (01)
THQ Hospital, HAZAN, KHALA	1. Finance & Budget Officer (01) 2. Procurement Officer (01) 3. Data Entry Operator (01)	THQ Hospital, KHALAR, SETHI	1. HR & Legal Officer (01) 2. Admin Officer (01) 3. Data Entry Operator (01)	THQ Hospital, YAKH	1. Admin Officer (01) 2. Procurement Officer (01) 3. IT Statistical Officer (01) 4. Data Entry Operator (01)
THQ Hospital, HAZAN, KHALA	1. Finance & Budget Officer (01) 2. IT Statistical Officer (01)	THQ Hospital, KHALAR, SETHI	1. Admin Officer (01) 2. Procurement Officer (01) 3. Data Entry Operator (01)	THQ Hospital, WADARABAD	1. Admin Officer (01) 2. Finance & Budget Officer (01) 3. Data Entry Operator (01)
THQ Hospital, JALANWALA	1. Finance & Budget Officer (01) 2. Data Entry Operator (01)	THQ Hospital, KHALAR, SETHI	1. Admin Officer (01) 2. Finance & Budget Officer (01) 3. Data Entry Operator (01)	THQ Hospital, YAKH	1. Admin Officer (01) 2. Procurement Officer (01) 3. IT Statistical Officer (01) 4. Data Entry Operator (01)
THQ Hospital, JALANWALA	1. Admin Officer (01) 2. Procurement Officer (01)	THQ Hospital, KHALAR, SETHI	1. Admin Officer (01) 2. Finance & Budget Officer (01) 3. Data Entry Operator (01)	THQ Hospital, YAKH	1. Admin Officer (01) 2. Procurement Officer (01) 3. IT Statistical Officer (01) 4. Data Entry Operator (01)
THQ Hospital, JALANWALA	1. HR & Legal Officer (01) 2. Finance & Budget Officer (01) 3. IT Statistical Officer (01) 4. Data Entry Operator (01)	THQ Hospital, KHALAR, SETHI	1. Admin Officer (01) 2. Finance & Budget Officer (01) 3. Data Entry Operator (01)	THQ Hospital, YAKH	1. HR & Legal Officer (01) 2. Finance & Budget Officer (01) 3. IT & Statistical Officer (01) 4. Admin Officer (01)
THQ Hospital, JANG	1. Procurement Officer (01) 2. IT Statistical Officer (01) 3. Data Entry Operator (01)	THQ Hospital, KHALAR, SETHI	1. HR & Legal Officer (01) 2. Finance & Budget Officer (01) 3. Procurement Officer (01) 4. IT Statistical Officer (01) 5. Data Entry Operator (01)	THQ Hospital, YAKH	1. HR & Legal Officer (01) 2. Finance & Budget Officer (01) 3. IT Statistical Officer (01) 4. Data Entry Operator (01)

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/ Ph.D. or Equivalent/ Statistic/ M.Com or Assistant from HEC recognized University.	Minimum 7 year post degree relevant professional experience	21-35
2.	Admin Officer	Master's degree in Finance/ MBA (Finance)/ B.Sc. Engineering/ Ph.D. or Equivalent/ Statistic/ Computer Science/ M.Com/ B.Sc. Engineering/ Ph.D. or equivalent from HEC recognized University.	Minimum 7 Year post degree relevant professional experience	21-35
3.	Human Resource & Legal Officer	Master's degree in HR/ Public Administration/ BBA/ Management Administration/ LL.M/ M.Com or equivalent from HEC recognized University.	Minimum 7 Year post degree relevant professional experience	21-35
4.	IT/ Statistical Officer	Master's degree in Computer Science/ M.Sc. BSCS (Hons)/ M.Sc. Statistics/ M.B.A/ M.Com/ B.Sc. Engineering or equivalent from HEC recognized University.	Minimum 7 year post degree experience of IT/ Data analysis	21-35
5.	Finance & Budget Officer	Master's degree in Finance/ MBA (Finance)/ M.Com/ CA/ ICAI/ ACCA or equivalent from HEC recognized University or allow from Treasury Services/ Subordinate Accounts Services.	Minimum 7 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/ Course.	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 (01/30/06/2022, renewable subject to satisfactory performance) under the Contract Appointment Policy 2021 (revised in 2019) of the Government of Punjab.
2. Age relaxation of candidate 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 FACA will be submitted to the candidates for interview.
8. Candidates already working in Government/ Govt. Government/ Autonomous Bodies should apply through paper channel.
9. The age of the candidate will be calculated on the last date of submission of application.
10. Submission of false documents or concealment of any fact will lead to disqualification 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 shortlisted candidates will be called for interview. The date & time of interview will be communicated through email/SMS by the concerned department.
13. Completed documents along with a set of attested photographs 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 issued after the date of appointment.
17. Officials of Department on all matters concerning recruitment, including any final 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 post when submitting online application.
20. Candidates shall apply online by visiting National Testing Service (NTS) website ([www.nts.org.pk](http://www.nts.org.pk)).
21. Candidates shall submit day filled in Application Form (online), along with copies of all prescribed fee in favor of National Testing Service, Copy of CNIC and two recent passport size photographs to be sent to NTS by the candidate on the address mentioned on Application Form.
22. Test fee shall be paid through 1 Link 1 Bill Participating Bank/ATM/ National Bank/ Meezan Bank/ Easy Payment/ Cash/ TCS Express Couriers using QR Code/ Invoice numbers generated in our fee list. Only 1 set of invoice payment will be accepted.
23. Incomplete applications or applications received after the date of closing of these forms on the last date of application will not be entertained.
24. Application completed in all respect should reach NTS at 09:00 AM, 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. But 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 80% 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 mark/ratio of candidates for shortlisting and interview.
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.gov.pk/>

