

**JOB OPPORTUNITIES AT POLICY & STRATEGIC PLANNING UNIT PUBLISHED IN ROZNA MA
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**PRIMARY & SECONDARY HEALTHCARE
DEPARTMENT GOVERNMENT
OF THE PUNJAB**

JOB OPPORTUNITIES "POLICY & STRATEGIC PLANNING UNIT"

Primary & Secondary Healthcare Department, Government of the Punjab, invites applications from qualified and experienced individuals having domicile of the Punjab for the following posts on a "Contract Basis" in the "Policy & Strategic Planning Unit" Government of the Punjab. The qualification and experience required for the posts is as under: -

Sr. No	Name of the Post	No. of Posts	Qualification & Experience	Age Limit (years)
1.	Assistant Director (Environmental	01	<ul style="list-style-type: none"> MS (second division) in Environmental Science from a university recognized by 	25-35

	Health) (BS-17)		Higher Education Commission with three years' post qualification experience in environmental science; or <ul style="list-style-type: none"> • Master's degree (second division) in Environmental Science from a university recognized by Higher Education Commission with five years' post qualification experience in environmental science. 	
2.	Assistant Director (Epidemiology) (BS-17)	01	<ul style="list-style-type: none"> • MS (second division) in Public Health, from a university recognized by Higher Education Commission with three years' post qualification experience in relevant field; or • Master's degree (second division) in Public Health from a university recognized by Higher Education Commission with five years' post qualification experience in relevant field. 	25-35
3.	Assistant Director (Public Health) (BS-17)	01	<ul style="list-style-type: none"> • MS (second division) in Public Health, from a university recognized by Higher Education Commission with three years' post qualification experience in relevant field; or • Master's degree (second division) in Public Health from a university recognized by Higher Education Commission with five years' post qualification experience in relevant field. 	25-35
4.	Research Associate (BS-17)	02	<ul style="list-style-type: none"> • BS (Hons) (second division) in Statistics or Biological Sciences or Economics from university recognized by Higher Education Commission with three years' post qualification experience of research and analysis in the relevant field 	25-35
5.	Data Analyst (BS-17)	03	<ul style="list-style-type: none"> • BS (Hons) (Second Division) in Computer Science or Information Technology or equivalent qualification from a university recognized by higher education commission with three years' post qualification experience of data analysis in public or private organizations in health sector. 	25-35
6.	I.T Specialist (BS-17)	01	<ul style="list-style-type: none"> • BS (Hons) (Second Division) in Computer Science or Information Technology from a university recognized by higher education commission with three years' post qualification experience of system or network administration or data bases or patch management or system security and data backup recovery. 	25-35
7.	Assistant (BS-16)	01	<ol style="list-style-type: none"> i. Bachelor's degree (second division) from a university recognized by the higher education commission and; ii. Proficient in computer 	20-35

8.	Accountant (BS-15)	04	i. B.Com (second division) from a university recognized by the higher education commission with two years' experience of dealing with accounts in public or private sector ii. Proficient in computer	21-35
9.	Junior Computer Operator (BS-12)	09	i. Intermediate in Computer Science (2 nd division) from a recognized board; or Higher secondary school certificate (second division) from a recognized board with six-month diploma in MS office from a recognized institute. ii. Speed of forty words per minute of typing on computer and; iii. Two years' experience in the relevant field	21-30
10.	Storekeeper (BS-11)	01	i. Higher Secondary School certificate (second division) from a recognized board ii. Four years' experience of handling stores in the relevant area.	21-35
11.	Receptionist (BS-07)	01	i. Higher Secondary School certificate (second division) from a recognized board ii. Two years' experience in the relevant field.	20-35

General Terms and Conditions: -

1. The above positions are being offered on Contract basis under the Recruitment Policy 2022 of the Government of the Punjab.
2. Provincial quotas shall be applicable for the above mentioned posts @ 15% for Women, 5% for Minorities and 3% for Disabled/Special Persons.
3. General age relaxation in upper age limit for Male candidate = 5 years, for Female candidates = 8 years & Special/disabled person =15 years. The age relaxation of candidates working in public sector organization will be as per current government policy.
4. The continuous service in public sector organization rendered by the candidate will be deducted from the upper age limit.
5. Disabled candidates /Special Persons shall attach proof of registration from Social Welfare Department along with Disability Certificate issued by the District Standing Medical Board.
6. Transgender are encouraged to apply.
7. Candidates having domicile of Punjab shall only be eligible to apply.
8. These vacancies are post specific and non-transferable.
9. No TA/DA will be admissible to the candidates for test/interview
10. Candidates already working in Government/Semi Government/Autonomous Bodies should apply through proper channel
11. In pursuance of directions at para 2(v) of N0.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 employee.
12. The age of the candidate will be calculated on the last date of submission of application.
13. Submission of fake documents or concealment of any fact will lead to dis-qualification of the candidate.
14. Only the degree issued by the university/institute recognized by the HEC or reputed foreign university with HEC equivalence, will be considered.
15. Only short-listed candidates will be called for interview. The date & time of interview will be

communicated through email/call/SMS by the department.

16. Complete Original documents along with a set of attested photocopies will be provided at the time of interview.
17. No. of vacancies can be increased/decreased at any time without any notice
18. The Department reserves the right to reject any or all applications, or cancel the whole recruitment process at any stage without assigning any reasons.
19. Final Terms & Conditions of appointment shall be settled at the actual date of appointment.
20. Decisions of Department on all matters concerning recruitment, including eligibility/ short listing/ selection criteria shall be the final.

Procedure for submission of Application Forms: -

1. Candidate shall apply online by visiting National Testing Service (NTS) website (www.nts.org.pk)
2. 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, directly to NTS through courier on the address mentioned on Application Form.
3. 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.
4. Applications completed in all respect should reach NTS till **26th June, 2024** positively.
5. Incomplete applications or applications received after due date or closing office hours on the last date for submission of applications will not be entertained.
6. The date of written test/skill test shall be communicated to the eligible/shortlisted candidates only through NTS.
7. Candidates shall have at least 50% marks in NTS test to qualify.
8. In case of large number of candidates Qualifying NTS test, Appointing Authority reserves the right to decide upon any threshold marks ratio of candidates.
9. Advertisement can also be downloaded from the website of Primary and Secondary Healthcare Department "pshealthpunjab.gov.pk"



FOR FURTHER
INFORMATION, PLEASE
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4441

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