



SITUATION VACANT

Applications from proactive and dynamic individuals are called for working in the project titled "Policy & Strategic Planning Unit" of Primary & Secondary Healthcare Department, Government of the Punjab, against the following vacant positions: -

Sr. No	Name of Post	No. of Posts	Age	Qualification & Experience
1	Admin Assistant	1	45	<ul style="list-style-type: none">• Graduation• Minimum 10 years of experience in admin section• Good understanding of IT tools
2	Accounts Assistant	2	45	<ul style="list-style-type: none">• B. Commerce• Minimum 04 years of Experience in Accounts of Public and Private Sector• Computer Literate
3	Caretaker	1	40	<ul style="list-style-type: none">• Graduation• Minimum 02 years of Experience of stock & storage, protection of store items as per protection criteria and arranging the official meetings and liaison to the vendors etc.
4	Driver	4	40	<ul style="list-style-type: none">• Middle School with LTV License• Minimum 05 years of Experience to maintain the vehicle as well as log book as per standard criteria.
5	Naib Qasid	5	40	<ul style="list-style-type: none">• Middle School• Preference will be given to those having experience in Govt. offices
6	Security Guard	2	50	<ul style="list-style-type: none">• Primary Pass• Experience of Army / Police / Security Agency will be preferred
7	Dispatch Rider	1	40	<ul style="list-style-type: none">• Matric• Preference for Experience and having valid license for motorbike.• Well known aware of Government offices for disbursement of the official letters.
8	Mali	1	40	<ul style="list-style-type: none">• Primary• Preference for Experience of horticultural
9	Sanitary Worker	2	40	<ul style="list-style-type: none">• Primary• Preference for cleaning Experience

General Terms & Conditions: -

- The above referred positions are contractual, nontransferable and project based for one year.
- Only shortlisted applicants will be called for test/interview and no TA/DA would be admissible.
- Candidates having domicile of Punjab shall only be eligible to apply
- Disabled are encouraged to apply
- Application complete in all respect along with attested copies of the testimonials (qualification certificates, experience certificates, domicile and 01 passport size photographs along with cover letter and CV) should reach the office of the undersigned, **by 13.01.2020** on the address given below.
- According to Notification No. SOR1 (S&GAD)9.361/81 dated 21st May, 2012, age relaxation of 05 years, given to all candidates in their upper age limit shall be considered till last date of receiving of applications.
- The applications received after due date and incomplete applications will not be entertained
- The name of the post applied for shall be clearly mentioned on the envelop
- Candidates already in Government Service may submit their application through proper channel
- PSPU reserves the right to increase/decrease the number of vacancies or not to fill any vacancy
- Submission of fake documents or concealment of any fact will lead to dis-qualification of the candidate
- Candidate shall produce original documents, along with a set of attested photocopies of all relevant documents at the time of interview

PROGRAMME DIRECTOR (PSPU)

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