



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	Data Entry Operator	2	40	<ul style="list-style-type: none">• ICS or equivalent• Minimum 03 years of experience in health sector related project• Experience of data entry into data processing system• Proficiency in Computer knowledge
2	Senior Clerk	3	40	<ul style="list-style-type: none">• Intermediate• Minimum 03 years of experience to maintain record files and assist to admin section• Having skills to dispatch and receive official letters• Proficiency in Computer knowledge

General Terms & Conditions: -

- The above referred positions are contractual, nontransferable and project based for one year.
- No TA/DA would be admissible.
- Age relaxation of 05 years is already included
- Candidates having domicile of Punjab shall only be eligible to apply
- Candidates already in Government Service may submit their application through proper channel.
- Only shortlisted candidate will be called for interview
- PSPU reserves the right to increase/decrease the number of vacancies or not to fill any vacancy.

Procedure for submission of Application Forms:-

- Interested candidate may visit (NTS) website (www.nts.org.pk) for application submission
- Candidate shall submit duly filled application form, copy of CNIC and two recent passport size photographs, directly to NTS through courier on the address mentioned on application form
- The date of written test shall be communicated to the eligible/shortlisted candidates only through NTS
- Incomplete applications or application 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 should reach NTS till 08.01.2020
- Roll number slip can be separately dispatched to candidate by NTS at least one week before the test
- In case of large number of candidates qualifying NTS test, Appointing Authority reserves the right to decide upon any threshold marks ratio of candidate vice versa
- Only shortlisted candidate shall be called for a final interview
- No separate test/interview call and invitation will be made on eligible shortlisted candidates
- The age 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
- Candidate shall produce original documents, along with a set of attested photocopies of all relevant documents at the time of interview
- FOR FURTHER INFORMATION, PLEASE CONTACT: UAN: +92-51-844-4441, National Testing Service-Pakistan, NTS Headquarter: Plot No. 96, Street No. 04, Sector H-8/1, Islamabad

PROGRAMME DIRECTOR (PSPU)

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