



SITUATION VACANT

OFFICE OF THE DIRECTOR GENERAL / ADMINISTRATOR,
PUNJAB HUMAN ORGAN TRANSPLANTATION AUTHORITY (PHOTA)
39, Shadman-1, Shadman Market, Lahore.
Tel :- (042-99206046-47)



Applications are invited for appointments on the following posts on contract basis for the period of 5 years extendable subject to good performance for the establishment of PHOTA's Sub-office Faisalabad.

S.#	NAME OF POSTS	No of Posts /Place of posting	PAY Package	Age Limit upto	REQUIRED QUALIFICATION AND EXPERIENCE
1	Director Administration / Coordination	(01 Post)- Faisalabad	275,000/- Per month (lump sum)	55 years	<ul style="list-style-type: none"> M.B.B.S with MPH / MBA / diploma in HRM. At least 10 years' administrative experience in a Medical Institution/Hospital OR Minimum 16 years of education with at least 10 years administrative experience in a Medical Institution/Hospital. Credit will be given to candidates having working experience in the field of vigilance or surveillance wing.
2	Assistant Director Vigilance	(01 Post)- Faisalabad	120,000/- Per month (lump sum)	45 years	<ul style="list-style-type: none"> Minimum 16 years education from HEC recognized institution At least 3 years' experience in admin/vigilance field. OR Minimum 14 years Bachelor Degree from a HEC recognized institution 10 years' experience in admin/vigilance field in a medical institute Or 4 years' experience in Public Sector intelligence Agency.
3	Assistant Director Technical	(01 Post)- Faisalabad	120,000/- Per month (lump sum)	45 years	<ul style="list-style-type: none"> M.B.B.S Degree with one year house job. At least 2 years' experience in medical institution/Hospital.
4	Assistant Director Legal	(01 Post)- Faisalabad	120,000/- Per month (lump sum)	45 years	<ul style="list-style-type: none"> LLB with relevant experience of minimum 16 years Education Law/Forensic Law or other relevant degree. Higher qualification will be preferred. At least 3 years of relevant experience in courts especially medical related issues and matters Credit will be given to candidates having working experience in the field Medical Institutions/ Authority.
5	Data Entry operator	(03 Posts)- Faisalabad	35,000/- Per month (lump sum)	18-30 years	<ul style="list-style-type: none"> Bachelor in Computer Sciences / Information Technology or Master in Computer sciences / information Technology from a recognized Institute. With 35 WPM typing speed on MS word. Credit will be given to the candidates having experience of working in a medical institution.
6	Naib Qasid	(02 Posts)- Faisalabad	25,000/- Per month (lump sum)	18-30 years	<ul style="list-style-type: none"> Middle School certificate from a recognized school. Candidate must be physical fit and aware of the office processes. Preference will be given to the candidates having experience of working in a medical institution.
7	Security Guards	(02 Posts)- Faisalabad	25,000/- Per month (lump sum)	18-30 years	<ul style="list-style-type: none"> Primary School certificate from a recognized school. Minimum 5 ft 8" Height. 32-34 Chest with good physical Health. Preference will be given to the candidates having experience of working in a medical institution.
8	Vigilance Guards	(04 Posts)- Faisalabad	25,000/- Per month (lump sum)	18-30 years	<ul style="list-style-type: none"> Primary School certificate from a recognized school. Minimum 5ft 8" Height. 32-34 Chest with good physical Health. Preference will be given to the candidates having experience of working in a medical institution.

TERMS AND CONDITIONS:-

- Appointment will be made according to Government of the Punjab/PHOTA Rules.
- The educational Degree & Experience Certificates will be verified by the Authority (any expenditure in this regard will be borne by the candidate/ employee). If any applicant managed to get appointment on forged/bogus documents or through deceit by any means, the appointment shall be considered to be void abinito and shall be liable to refund all amounts received from the Authority and their appointment shall be canceled immediately.
 - Applicants will send their applications on the proforma which could be downloaded from the website phota.punjab.gov.pk to the Dairy Section at the Office of Director General/Administrator of PHOTA, 39-Shadman-1, near Shadman Market, Lahore along with a bank draft of Rs. 1500/- (Only for Sr # 01 to 04 , no application will be consider without prescribed Bank Draft only for said Gazetted posts) in favor of Director General / Administrator PHOTA Lahore, along with the copies of following mandatory documents:
 - Updated CV (Curriculum Vitae)
 - All the education Degree/Diploma/Certificates.
 - Provisional Certificate / Result Card(s)
 - All the experiences Certificates till the date of applying
 - National Identity Card,
 - Domicile of Punjab Province
 - 3-Fresh passport size colored photographs.
 - If the applicant has foreign degree must attach HEC equivalence certificate.
 - Valid registration certificate of profession from relevant regulatory authority.
 - Government servants should submit their applications through proper channel.
 - Only short listed candidates will be called for interview/Test.
 - Authority reserves the right to cancel, increase or decrease the number of posts at any level without assigning any reason on administrative ground.
 - Incomplete application will not be entertained.
 - No TA & DA will be allowed.
 - In case of any query regarding applying process please contact, PHOTA Office No. 042-99206046-47.
 - Last date of submission of applications is **3rd May, 2021 latest by 2pm.**

Director General/Administrator
Punjab Human Organ Transplantation Authority,
Lahore