



GOVERNMENT OF PAKISTAN
SEHAT SAHULAT PROGRAM (SSP)
Ministry of National Health Services,
Regulations & Coordination,

Applications are invited from suitable candidates (Pakistani National) for the following VACANT POSITIONS on contract basis in PSDP Project titled "Sehat Sahulat Program (SSP)", under Ministry of National Health Services, Regulations and Coordination, Islamabad.

RECRUITMENT OF PROJECT STAFF

SN	Designation / Pay Scale	Duty Station	No. of Posts	Quota	Qualification & Experience	Maximum Age Limit
1.	Assistant Personal Secretary (PPS-06)	Islamabad	02	Punjab 01 Sindh (R) 01	Qualification: Minimum Bachelor's degree from HEC recognized University. Experience: Minimum 2 years of relevant working experience. Proficient in MS Office and Report Writing. Short hand and typing speed 100/50 w.p.m respectively. Good communication and interpersonal skills.	Up to 33 years.
2.	Accountant (PPS-06)	Islamabad	01	Punjab	Qualification: Minimum Bachelor's Degree in Finance/Commerce/ Business Administration preferably Master's Degree from HEC recognized University. Experience: Minimum 2 years of relevant working experience. Computer skills/ knowledge is compulsory.	Up to 33 years.
3.	Assistant/Computer operator (PPS-05)	Islamabad	8	Merit 01 Punjab 04 Sindh (R) 01 KP 01 Balochistan 01	Qualification: B.Sc. in Computer Science / BCS / equivalent recognized by HEC. Experience: At least 02 years demonstrable experience as computer operator. Must be proficient and comfortable in working in Windows environment as well as MS Office applications and computer typing.	Up to 30 years
		Gilgit	1	Gilgit 01		
4.	LDC (PPS-02)	Islamabad	02	Punjab 01 Sindh(R) 01	Qualification: Matric Typing speed 30 words per minute. Experience: Minimum 01 year of relevant experience in a Public / Private or Development Sector Organization.	Up to 30 years
5.	Dispatch Rider (PPS-01)	Islamabad	01	Local based (Islamabad)	Qualification: Middle Pass. Driving License: Valid LTV license with five year experience of driving (post LTV license)	Up to 35 years
6.	Driver (PPS-01)	Islamabad	03	Local based (Islamabad)	Qualification: Middle Pass. Driving License: Valid LTV license with five year experience of driving (post LTV license)	Up to 35 years
		Gilgit	01	Local Based (Gilgit)		
		Peshawar	01	Local Based (Peshawar)		
7.	Office Attendant (PPS-01)	Islamabad	06	Local based (Islamabad)	Qualification: Primary pass.	Age 18 to 30 years
		Gilgit	01	Local Based (Gilgit)		
8.	Sweeper (PPS-01)	Islamabad	01	Local based (Islamabad)	Qualification: Primary pass.	Age 18 to 30 years

GENERAL TERMS AND CONDITIONS:

- The above positions are offered on contract basis which shall be extendable on the basis of satisfactory performance.
- Government employee should apply through proper channel.
- In case of deputation requirement of experience may be relaxed as per government rules and regulations.
- No TA/DA shall be admissible to candidate
- We are equal opportunity employer. Anybody who tries to influence the process of selection by any means shall be disqualified.
- Department has the right to accept/reject or cancel any application or recruitment process.

PROCEDURE FOR SUBMISSION OF APPLICATION FORMS:

- Submit the attested photocopies of all the relevant/required documents, certificates driving license e t c, with the application, however submission of original documents shall be mandatory at the time of test/interview
- In case candidate wishes to apply for more than one post, he/she must submit separate application form for each post.
- Only the short listed candidate shall be called for interview.
- Applicant shortlisted for interview shall present his/her original documents.
- Information provided in the application form will be verified and in case of any false or forged information and fake or bogus Sehat Sahulat Program reserves the right to cancel candidature at any stage (even after employment, if so discovered later) and to initiate a legal action against the applicant.
- Indicate the position applied for clearly on top left corner of the envelop.
- Applications along with all attested documents, copy of CNIC and two (02) passport size latest photographs shall reach to Deputy Director (Admin&HR), Sehat Sahulat Program Office#407, 4th Floor, Evacuee Trust Complex, Agha Khan Road, F-5/1, Islamabad, Islamabad within 15 days of publication of this advertisement.
- Incomplete applications or applications received after close of office hours on the last date for submission of application shall not be entertained.

Deputy Director (Admin&HR),
Sehat Sahulat Program(SSP).
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