SITUATION VACANT

OFFICE OF THE DIRECTOR GENERAL/ADMINISTRATOR
PUNJAB HUMAN ORGAN TRANSPLANTATION AUTHORITY (PHOTA)

39-Shadman-1, Shadman Market, Lahore.
Tel:- (042-99206045-46)

Applications are invited from Residents of Punjab for appointment on the following posts on contract basis, in exercise of administrative power conferred by the Monitoring Authority to the Director General/Administrator, Punjab Human Organ Transplantation Authority, Lahore for the period of 3-months extendable upto six months subject to good performance at Punjab Human Organ Transplant Authority, Lahore on walk through interview basis.

Sr #	post	Age Limit	Pay Package	QUALIFICATION AND EXPERIENCE
1.	**Security Guard (Female)**	18-30 years	Market rates salary which has already been approved by Authority.	• Middle School certificate from a recognized school. • Preference will be given to the candidate having experience of working in a public sector department / organization.

TERMS AND CONDITIONS:-

Appointment will be made according to Government of the Punjab/PHOTA Rules.

1. 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.
2. Applicants will send their applications on the proforma which could be downloaded from the website phota.punjab.gov.pk/career to the **Dairy Section at the Office of Director General/Administrator of PHOTA, 39-Shadman-1, near Shadman Market, Lahore. The copies of following mandatory documents must be attached with application form:-**
    a. Updated CV (Curriculum Vitae)
    b. All the education Degree/Diploma/Certificates.
    c. Provisional Certificate / Result Card(s)
    d. All the experiences Certificates till the date of applying
    e. National Identity Card,
    f. Domicile of Punjab Province
    g. 2-Fresh passport size colored photographs.
    h. If the applicant have foreign degree must attach HEC equivalence certificate.
3. Age relaxation will be admissible as per rules of Government of the Punjab.
4. Government servants should submit their applications through proper channel.
5. Only short listed candidates will be called for interview.
6. Authority reserves the right to cancel, increase or decrease the number of posts at any level without assigning any reason on administrative ground.
7. For every vacancy the candidate has to apply separately.
8. Incomplete application will not be entertained.
9. No TA & DA will be allowed.
10. Last date of submission of applications **03rd February-2019 latest by 2pm.**

DIRECTOR ADMINISTRATION/HR & COORDINATION
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, Lahore.

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