

# 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 for the period of 5-years extendable subject to good performance at Punjab Human Organ Transplantation Authority, Lahore.

Sr #	Name of Posts	Age Limit	Pay Scale /Package	No of Posts with place of posting	Required Qualification and Experience
1	Assistant Director Technical	45 Years	120,000/- Per month	(01 Post) (for sub office Rawalpindi)	<ul style="list-style-type: none"> <li>● M.B.B.S Degree with one year house job.</li> <li>● At least 2 years' experience in medical Institution/ Hospital.</li> </ul>
2	Store Keeper	18-30 Years	30,000/- Per month	(04 Posts) (for organ Procurement cell, Lahore)	<ul style="list-style-type: none"> <li>● Matric with three years' experience of handling the store in relevant field.</li> </ul>
3	Security Guard	18-30 Years	25,000/- Per month	(04 Posts) (for organ Procurement cell, Lahore)	<ul style="list-style-type: none"> <li>● Middle School certificate from a recognized school.</li> <li>● Minimum 5ft 8" Height.</li> <li>● 32-34 Chest with good physical Health.</li> <li>● Preference will be given to the candidate having experience of working in a public sector department / organization.</li> </ul>
4	Vigilance Guard	18-30 Years	25,000/- Per month	(04 Post) (for sub office Rawalpindi)	<ul style="list-style-type: none"> <li>● Middle School certificate from a recognized school.</li> <li>● Minimum 5ft 8" Height.</li> <li>● 32-34 Chest with good physical Health.</li> <li>● Preference will be given to the candidate having experience of working in a public sector department / organization.</li> </ul>

### 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 cancelled immediately.
- Applicants will submit their applications on the Proforma which could be downloaded from our website link [phota.punjab.gov.pk/career](http://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 alongwith a bank draft of Rs. 1000/- (Only required for above mentioned Gazetted posts for serial # 01) in favor of Director General/ Administrator PHOTA Lahore, alongwith the The copies of following mandatory documents must be attached with application form:-
  - Updated CV (Curriculum Vitae)
  - All the educational Degrees/ Diplomas/ Certificates.

- Provisional Certificate / Result Card(s)
  - All the experience Certificates till the date of applying.
  - National Identity Card,
  - Domicile of the Province of Punjab
  - 2-Fresh passport size colored photographs
  - If the applicant has foreign degree then he/ she must attach HEC equivalence certificate.
- Age relaxation will be admissible as per rules of Government of the Punjab.
  - No Objection Certificate from parent department/ Institution must be attached with the application.
  - Only short listed candidates will be called for interview.
  - Authority reserves the right to cancel, increase or decrease the number of posts at any level without assigning any reason on administrative ground.
  - For every vacancy the candidate has to apply separately.
  - Incomplete documents/ application will not be entertained.
  - No TA & DA will be allowed.
  - In case of any query regarding applying process contact on 042-99206045-6 (Mr. Zain Ali, Assistant Director, Human Resource, PHOTA).
  - Last date for submission of applications is **05.09.2019, latest by 2:00pm.**

**DIRECTOR ADMINISTRATION / HR & COORDINATION  
PUNJAB HUMAN ORGAN TRANSPLANTATION AUTHORITY,  
39 Shadman-1, Near Shadman Market, Lahore**