

## SITUATION VACANT

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

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.	Assistant Director, Admin	45	Market rates salary which has already been approved by Authority.	<ul style="list-style-type: none"> <li>Minimum 16 years education with at least 3 years administrative experience in public sector institutions.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>Bachelor Degree with 07 years' experience in relevant field in medical institute.</li> </ul>
2.	Assistant Director (Accounts & Finance)	45	Market rates salary which has already been approved by Authority.	<ul style="list-style-type: none"> <li>Master's Degree in commerce/Finance/Accounts or other relevant degree from any recognized Institute with at least 1-3 years' experience in relevant field.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>Bachelor's Degree in commerce/Finance/Accounts or other relevant degree from any recognized Institute with at least 5 years' experience in relevant field.</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 canceled immediately.
- Applicants will send their applications on the proforma which could be downloaded from the website [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. The copies of following mandatory documents must be attached with application form:-
  - 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
  - 2-Fresh passport size colored photographs.
  - If the applicant have foreign degree must attach HEC equivalence certificate.
- Age relaxation will be admissible as per rules of Government of the Punjab.
- Government servants should submit their applications through proper channel.
- 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 application will not be entertained.
- No TA & DA will be allowed.
- Last date of submission of applications **15-Janury-2018latest by 2pm.**



**DIRECTOR ADMINISTRATION/HR & COORDINATION  
PUNJAB HUMAN ORGAN TRANSPLANTATION AUTHORITY**

, Lahore

