



PARAPLEGIC CENTRE PESHAWAR, HAYATABAD

CAREER OPPORTUNITIES

S#	Vacancy	Gender	CPS	Required Experience and Minimum Qualification	Max. Age Limit
1.	HR Officer	Male/ Female	08	<ul style="list-style-type: none">• 16 Years degree with specialization in HR from HEC recognized University.• Minimum 02 years of working experience as HR officer in a reputable organization (s) as per given job description.	35
2.	Accounts Assistant	Male/ Female	06	<ul style="list-style-type: none">• B.com/BBA in Finance• Minimum 02 years of working experience as Accounts assistant in a reputable organization.	35
3.	Admin Assistant	Male/ Female	05	<ul style="list-style-type: none">• Bachelors degree.• Minimum 02 years of working experience as admin assistant in a reputable organization..	35
4.	Cashier	Male/ Female	05	<ul style="list-style-type: none">• B.Com• Minimum 01 years of working experience as cashier in a reputable organization.	35
5.	Technician Assistant (AT Workshop)	Male	04	<ul style="list-style-type: none">• Middle Pass• Minimum 02 years experience in steel works, preferably in Cutting, Bending, Drilling and Welding.	35
6.	Technician Assistant (AT Workshop)	Male	04	<ul style="list-style-type: none">• Middle Pass• Minimum 01 year experience, preferably in operating Injector Machine and Molding Oven.	35
7.	Helper (AT Workshop)	Male	01	<ul style="list-style-type: none">• Literate• Minimum 01 year experience in steel works.	35
8.	Receptionist	Male/ Female	04	<ul style="list-style-type: none">• HSSC.• Minimum 02 years experience as receptionist.• Preferably a person with disability.	35
9.	Tailor Helper	Male	01	<ul style="list-style-type: none">• Primary pass with diploma in machine and hand embroidery.• Minimum 02 years experience in upholstery and cushion making• Preferably a person with disability.	35
10	Helper General Maintenance	Male	01	<ul style="list-style-type: none">• Literate• Minimum experience of 01 year in relevant field.	35

11	Lift Operator	Male	01	<ul style="list-style-type: none"> • Literate • Minimum experience of 01 year. • Preferably a person with disability. 	35
12	Sanitation Assistant	Male/ Female	01	<ul style="list-style-type: none"> • Literate • Minimum experience of 01 year as sweeper. 	35
13	Security Guard	Male	01	<ul style="list-style-type: none"> • Literate • Minimum experience of 01 year as security guard. 	35
14	Cook	Male	02	<ul style="list-style-type: none"> • Literate • Minimum experience of 02 years as a cook, preferably with diploma/certificate in cooking. 	35
15	Cook Helper	Male	01	<ul style="list-style-type: none"> • Literate • Minimum experience of 01 Year in relevant field. 	35

INSTRUCTIONS:-

1. Any candidate may be disqualified and / or excluded from interview if he/she was :
a) Convicted by the court of law (b) Dismissed from public service (c) Knowingly furnishes any false information (d) Submits incomplete/forged/tempered documents.
2. Only eligible shortlisted candidates will be called for Test/Interview on the basis of submitted documents.
3. A practical demonstration may be conducted for all the technical vacancies.
4. The Centre reserve the rights to increase the number of vacancies depending upon vacant posts.
5. No TA/DA shall be allowed for attending the Test /Interview.

HOW TO APPLY:-

1. Application forms and job descriptions are available on: www.paraplegiccenter.org.
2. Application processing fee must be deposited in MIB bank A/C No. (172) 1721001217810003, A/C title; Paraplegic Center Hayatabad, Peshawar.
3. Original bank deposit slip (non refundable) of Rs.600/- for serial no.01-04 and Rs. 200/- for serial no 05 to 15, must be attached with application form.
4. Candidates meeting the above mentioned criteria are invited to send their applications along with their CV's, two passport size photographs, attested photocopies of academics/experience credentials, domicile and CNIC to HR Department Paraplegic Centre Peshawar, Street No. 10, Sector P-1, Phase-4, Hayatabad.
5. Govt. servant/autonomous body's employees shall apply through proper channel.
6. Applications must reach till 24th October, 2019.


Chief Executive Officer
Paraplegic Centre Peshawar

CHIEF EXECUTIVE OFFICER
 Paraplegic Center Hayatabad
 Deptt: of Health Govt of KPK