

18/01/2017

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CAREER OPPORTUNITIES

The Pakistan Medical & Dental Council is an equal opportunity employer and invites applications from dedicated and qualified professional to serve in the following positions:-

S.#	POST NAME	SPS	NO OF POSTS	AGE LIMIT	CRITERIA	QUOTA
1.	Deputy Registrar	10	02	40-55 years	i. MBBS/BDS or equivalent qualification recognized/ registered by the PM&DC. Any postgraduate qualification recognized / registered by the PM&DC shall be considered as additional qualification. ii. Minimum 10 years service and administrative experience in Government, semi Government or an autonomous organization, after above qualification recognized by PM&DC. Person having experience in health related organization shall be preferred. iii. All service requirements of elevation from Assistant Registrar to Deputy Registrar shall apply.	Merit all Pakistan
2.	Director IT	10	01	40-55 years	i. MCS/MSc (Computer Science) from an accredited/ Recognized institution from HEC ii. Minimum 10 years experience in Govt., Semi Govt., or an autonomous organization. Person having experience in health related organizations will be preferred.	Merit all Pakistan
3.	Assistant Registrar	09	03	Upto 40 years	i. MBBS/BDS or equivalent qualification recognized/ registered by the PM&DC; ii. Any experience in Government semi Government would be preferred or an autonomous organization and Persons having experience in health related organizations would be preferred.	Merit all Pakistan
4.	Media Consultant	09	01	30-40 Years	i. Master degree in Mass communication at least in Grade C. ii. At least 5 years experience in the relevant field.	Merit all Pakistan
5.	Legal Officer	09	01	22-40 years	i. L.L.B. (License from Bar Council) from an accredited/recognized institution; and ii. Minimum 3 years experience of preparing /dealing the cases of High Court.	Merit all Pakistan
6.	Verification Officer	09	01	22-40 years	i. Bachelor's Degree at least C Grade; ii. At least 5 years experience in Government, Semi Government, or autonomous body.	Merit all Pakistan
7.	Registration Officer	09	02	22-40 years	i. Master degree in any disciplines from an accredited/recognized institution; and ii. At least 5 years experience in Government, Semi Government or autonomous body.	Merit all Pakistan
8.	Assistant Director IT	09	01	Age 35-45	i. MCS/MSc (Computer Science) from an accredited/ Recognized institution from HEC ii. Minimum 5 years experience in Govt., Semi Govt., or an autonomous organization. Person having experience in health related organizations will be preferred.	Merit all Pakistan
9.	Assistant IT Programmer	08	02	35-45 years	i. MCS/MSc (Computer Science) from an accredited/ Recognized institution from HEC ii. Minimum 5 years experience in Govt., Semi Govt., or an autonomous organization. Person having experience in health related organizations will be preferred.	Merit all Pakistan
10.	Web Developer	08	01	35-45 years	i. MCS/MSc (Computer Science) from an accredited/ Recognized institution from HEC or BCS/ BSC Computer Sciences ii. Minimum 5 years experience in Govt., Semi Govt., or an autonomous organization in the relevant field. Person having experience in health related organizations will be preferred.	Merit all Pakistan
11.	Assistant IT	07	02	22-35 years	i. BCS/BSc (Computer Science) from an accredited/ Recognized institution from HEC ii. Minimum 3 years experience in Govt., Semi Govt., or an autonomous organization. Person having experience in health related organizations will be preferred.	Merit all Pakistan
12.	Assistant	07	02	22-35 years	i. Bachelor's degree at least Grade C in any discipline from an accredited/ recognized institution. ii. At least 3 years experience.	Merit all Pakistan
13.	Key Punch Operator	05	02	22-35 years	Intermediate Grade C with 1000 words per hour typing speed.	Merit all Pakistan
14.	Junior Assistant	04	02	22-35 years	i. Intermediate with typing speed 60 w.p.m. & ii. 3 years experience in relevant field.	Merit all Pakistan
15.	Bearer / Waiter	01	02	22-35 years	Literate and relevant experience.	Merit all Pakistan

Applicants are to read the following conditions carefully and apply only if these conditions are acceptable to them:-

- Initially appointment shall be made on two year contract but likely to be extendable upto 05 years on annual basis on the satisfactory performance subject to the approval of the Competent Authority.
- The Job is on all Pakistan basis.
- Applicants should be citizens of Pakistan.
- Application is to be sent alongwith two recent photographs, one set of attested copies of credentials/documents of experience and CNIC in a sealed envelope with a referral letter and brief Curriculum Vitae. Please clearly mention the name of Post on the right top of the envelope and clearly mark "Job Application" in red on the left side.
- Applicants currently in Government/ Semi-Government/ Autonomous Bodies are to be apply through proper channel and an advance copy shall be accepted.
- PM&DC Employees may also apply against the posts and their regular service of PM&DC shall remain intact.
- Incomplete Applications in any manner shall be rejected.
- Only short listed candidates will be called for interview. The decision of call and appointment made by the competent authority shall be final and non-questionable.
- No TA/DA shall be admissible for test/ interview.
- The applicant alongwith their application a bank draft in the name of "Pakistan Medical & Dental Council, Islamabad" of following processing fee must attached. Rs.3000/- (Rupees Three thousand Only) for SPS-06 and below and Rs.5000/- (Rupees Five thousand Only) for SPS-09 and above.
- Last date of submission of application is within 15 days of appearing of this Notice.
- Age relaxation shall be given as per "Terms and Conditions and Ancillary Matters of All Employees Appointed under Section 9 of the PM&DC Ordinance 1962 Regulations-2012".



ADMINISTRATIVE OFFICER
PAKISTAN MEDICAL & DENTAL COUNCIL
 G-10/4, Mauve Area, Islamabad. Phone: 051-9106162

PID(I)3666/16