



## Specialized Healthcare & Medical Education Department

USER MANUAL

**ADHOC – SHC&ME APPOINTMENT WEB PORTAL**

Powered By: HEALTH INFORMATION & SERVICE DELIVERY UNIT (HISDU)



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## General Information

### System Overview

The Health Information and Service Delivery Unit (HISDU) of the Primary & Secondary Healthcare Department, Government of the Punjab has developed a web based Adhoc appointment portal.

### Objectives

This Portal has been designed for the posting of below mentioned Posts on Adhoc basis in Tertiary Care Hospitals, Institutes, Colleges and Universities of SHC & ME department as listed below.

- Senior Registrar
- Asst. Professor
- Associate Professor
- Professor
- Dental Surgeon
- Specialist Doctor
- Medical Officer
- Women Medical Officer
- Head Nurse Female
- Head Nurse Male
- Charge Nurse Female
- Charge Nurse Male

## Application Requirements

The following items are required for the proper functioning of the application:

- Computer with network connection.
- Browser like Google Chrome, Mozilla Firefox, or Internet Explorer etc. to run the application.
- Internet connectivity with sufficient bandwidth /fast speed internet connection
- CPU with Intel 1 GHz or above

- 512 MB RAM (1GB or above is recommended)
- 5GB HDD (SSD) Space
- Windows Operating System

## Supported Language

English (United States)

## Starting the Portal

The application is available at the following website link:

<https://hrmis.pshealthpunjab.gov.pk/adhoc/account>

The login-page is as follows:

**Specialized Healthcare & Medical Education Department**

**Apply on Adhoc Basis**

Enter your CNIC Number  
11111-1111111-1

Password  
\*\*\*\*\*

Forgot Password?  
**LOGIN**

آپ کا شناختی کارڈ نمبر پہلے سے درج ہے لہذا اسے پاس ورڈ کا اندراج کیجئے  
Your CNIC is already registered, please enter your password. You can reset password by clicking on Forgot Password!

User Manual

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Enter Your CNIC Number

(In case of any difficulty, please contact 1033 Helpline for assistance)

## New CNIC Registration

For new registration, you have to provide

- CNIC: 35202-5554567-8
- Mobile number: 0333-xxxxxxx
- Email: [xyz@gmail.com](mailto:xyz@gmail.com)



**Specialized Healthcare &  
Medical Education  
Department**

### Apply on Adhoc Basis

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CNIC

555555555555

Mobile Number

0332-4862798

Email

abc@gmail.com

**REGISTER ACCOUNT**

[← back](#)

آپ کے شناختی کارڈ نمبر کا پہلے سے اندراج موجود نہیں ہے۔ لہذا اپنے موبائل نمبر اور ای میل ایڈریس کا اندراج کر کے خود کو رجسٹر کروائیں۔ موبائل نمبر اور ای میل ایڈریس پر موصول ہونے والے پاس ورڈ سے لاگ ان کریں۔

Your CNIC is not registered. Please enter your mobile number and email address. You will receive password on your mobile number and email address

## Categories for Adhoc Application:

At this stage user will Choose one Option from the following Options for further Process.

The screenshot shows the 'Apply on Adhoc Basis' page for the Specialized Healthcare & Medical Education Department. The page has a navigation bar with steps: 1 - Select Post, 2 - Profile, 3 - Qualification, 4 - Experience, 5 - Preferences, and 6 - Finalize & Print!. Below the navigation bar, there is a heading 'Apply on Adhoc Basis' and a sub-heading 'Choose one of following categories for adhoc application'. To the right of this text is a Urdu instruction: 'ایڈہاک پر اپلائی کرنے کیلئے مندرجہ ذیل دی گئی کیٹیگریز میں سے کسی ایک کا انتخاب کریں۔' Below this, there are six job categories, each with a circular icon and text: SENIOR REGISTRARS (BS-18), ASSISTANT PROFESSORS (BS-18), ASSOCIATE PROFESSORS (BS-19), PROFESSORS (BS-20), HEAD NURSE FEMALE (BS-17), and HEAD NURSE MALE (BS-17).

(For Change in Mobile number, or email please contact 1033 helpline)

After entering password, press login button for further continuation.

## Apply on Adhoc Basis

The screenshot shows the 'Apply on Adhoc Basis' page for the Specialized Healthcare & Medical Education Department. The page has a navigation bar with steps: 1 - Select Post, 2 - Profile, 3 - Qualification, 4 - Experience, 5 - Preferences, and 6 - Finalize & Print!. Below the navigation bar, there is a heading 'Apply on Adhoc Basis' and a sub-heading 'Enter your data correctly and upload the required documents then press the Save & Proceed button'. To the right of this text is a Urdu instruction: 'اپنے کوائف کا درست اندراج کیجئے اور مطلوبہ کاغذات اپلوڈ کرنے کے بعد سیوا اور پروسید کا کاپن دیا جائے۔' Below this, there is a form with the following fields: CNIC (11111-111111-1), Name (Rana Tauseef), S/D/W of (Ahmed), Gender (Male), Date of Birth (04/08/2004), Age (17), Domicile (Bahawalnagar), Marital Status (Single), Mobile (0349-4922600), Email (abc@gmail.com), Address (House v 6 Nayab sector Lahore), PMC Number (545454), PMC Registration Date (15/09/2022), and PMC Valid Upto (15/09/2022). A 'Save Profile' button is located at the bottom of the form.

Choose one of following categories for Adhoc Application:

## 1. Select Post from the following List

- Senior Registrar
- Asst. Professor
- Associate Professor
- Professor
- Dental Surgeon
- Specialist Doctor
- Medical Officer
- Women Medical Officer
- Head Nurse Female
- Head Nurse Male
- Charge Nurse Female
- Charge Nurse Male

Required qualification and Number of vacant seats provided against each category option.

## Required Documents:

In this section user will upload their particular documents at the following page. This is the Listed below:

- **Passport Size Photo**
- **CNIC**
- **Domicile**
- **PMC**
- **Hafiz-e-Quran**
- **Hifz Certificate**



**REQUIRED DOCUMENTS**

<p><b>Passport Size Photo *</b> (only .jpg format of maximum 5mb)</p> <div style="border: 1px solid #ccc; width: 60px; height: 60px; margin: 0 auto; text-align: center; line-height: 60px;">🖼️</div> <div style="border: 1px solid #ccc; width: 100%; text-align: center; margin-top: 5px;">Choose Photo</div>	<p><b>CNIC *</b> (only .jpg or .pdf format of maximum 5mb)</p> <div style="border: 1px solid #ccc; width: 60px; height: 60px; margin: 0 auto; text-align: center; line-height: 60px;">🖼️</div> <div style="border: 1px solid #ccc; width: 100%; text-align: center; margin-top: 5px;">Choose Photo</div>	<p><b>Domicile *</b> (only .jpg or .pdf format of maximum 5mb)</p> <div style="border: 1px solid #ccc; width: 60px; height: 60px; margin: 0 auto; text-align: center; line-height: 60px;">🖼️</div> <div style="border: 1px solid #ccc; width: 100%; text-align: center; margin-top: 5px;">Choose Photo</div>	<p><b>PMC *</b> (only .jpg or .pdf format of maximum 5mb)</p> <div style="border: 1px solid #ccc; width: 60px; height: 60px; margin: 0 auto; text-align: center; line-height: 60px;">🖼️</div> <div style="border: 1px solid #ccc; width: 100%; text-align: center; margin-top: 5px;">Choose Photo</div>
<p><b>Hafiz-e-Quran</b> <input checked="" type="checkbox"/></p>	<p><b>Hifz Certificate*</b> (only .jpg or .pdf format of maximum 5mb)</p> <div style="border: 1px solid #ccc; width: 60px; height: 60px; margin: 0 auto; text-align: center; line-height: 60px;">🖼️</div> <div style="border: 1px solid #ccc; width: 100%; text-align: center; margin-top: 5px;">Choose Photo</div>		

Proceed

Logout

Similarly, candidate will select the desire post on which he/she wants to apply.

## 2. Profile

In Profile applicant have to provide following requisite information


- Picture
- CNIC
- Name
- S/D/W of
- Gender
- DOB
- Age
- Domicile
- Marital Status
- Mobile
- Secondary Landline
- Email
- Address
- PMC No.
- PMDC No.
- PMDC valid Up to
- PMDC Picture
- Hafiz Quran (Y/N)
- CNIC (jpg/pdf up to 5 mb)
- Domicile (jpg/pdf up to 5 mb)

### 3. Qualification

This Stage having different fields like:

- Degree/ Certificate
- Institute/University/Board
- Total Marks
- Obtained Marks
- Passing Year

Choose the correct qualification with total and obtained marks, and upload requisite documents. (Wrong Information may stop application process)



**Specialized Healthcare & Medical Education Department**

**Apply on Adhoc Basis**

1 - Select Post

2 - Profile

3 - Qualification

4 - Experience

5 - Preferences

6 - Finalize & Print!

Please correctly enter your educational data including total marks and obtained marks and upload the required document. In case of any wrong entry your request will not be processed

اپنے تعلیمی کوائف کا درست انتخاب و اندراج کیجئے۔ ٹوٹل و حاصل کردہ نمبروں کا اندراج اور مطلوبہ کاغذات اپلوڈ کریں۔ کسی بھی قسم کے غلط اندراج کی صورت میں آپ کی درخواست پر عمل درآمد روک دیا جائے گا۔

Degree / Certificate *	Institute / University / Board *	Degree From	
Select Degree		<input checked="" type="radio"/> Pakistan	<input type="radio"/> Foreign Country
Total Marks *	Obtained Marks *	Passing Year *	Document (only .jpg, .pdf of maximum 5mb)
		year	<input type="button" value="Choose File"/> No file chosen
			<input type="button" value="Save"/>

Sr.	Institute / University	Qualification	Action
1.	BISE Lahore	Matriculation Marks: 940/1100 Passing Year: 2014	<input type="button" value="Remove"/>
2.	BISE Lahore	Intermediate Marks: 990/1100 Passing Year: 2013	<input type="button" value="Remove"/>
3.	King Edward Medical University	First Professional MBBS-I Marks: 800/1000 Passing Year: 2015	<input type="button" value="Remove"/>
4.	BISE Lahore	First Professional MBBS-II Marks: 900/1000 Passing Year: 2017	<input type="button" value="Remove"/>
5.	king edward medical university	First Professional MBBS-III Marks: 950/1000 Passing Year: 2016	<input type="button" value="Remove"/>
6.	king edward medical university	First Professional MBBS-IV Marks: 950/1000 Passing Year: 2018	<input type="button" value="Remove"/>
7.	king edward medical university	FCPS Part (I) Marks: 660/1000 Passing Year: 2018	<input type="button" value="Remove"/>
8.	king edward medical university	FCPS Part (II) Marks: 660/1000 Passing Year: 2017	<input type="button" value="Remove"/>


Proceed

Logout

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## 4. Experience

Choose the correct experience, and upload requisite documents. (Wrong Information may stop application process)



**Specialized Healthcare & Medical Education Department**

### Apply on Adhoc Basis

1 - Select Post
2 - Profile
3 - Qualification
4 - Experience
5 - Preferences
4 - Finalize & Print!

Please correctly enter your experience data and upload the required document. In case of any wrong entry your request will not be processed

House job will not be considered as experience, so the experience as house job must not be entered



Public Sector  
 Private Sector

**Health Facility \***

**Job Title \***

**Experience Type \***

**Duration (from) \*** 
**Duration (to) \*** 
**Experience Certificate \*** (only .jpg, .pdf of maximum 5mb)  
 No file chosen


Sr.	Attachment	Organization	Job Title	Type	Action
1.		lahore hgdsahas hgfdhsah	From 04/01/2022 - To 02/04/2021	Public Sector - Clinical	<input type="button" value="remove"/>
2.		ewhrgwhjef sahgfdads	From 03/08/2016 - To 07/09/2022	Public Sector - Clinical	<input type="button" value="remove"/>

اپنے تجربے کا درست اندراج کیجئے۔ اپنے تجربہ سرٹیفکیٹ و مطلوبہ کاغذات اپلوڈ کریں۔ کسی بھی قسم کے غلط اندراج کی صورت میں آپ کی درخواست پر عمل درآمد روک دیا جائے گا۔

## 5. Preference

In preference tab, could be applied on all vacant post in all Institutes Colleges, Medical Universities and Tertiary care Hospitals.

When you will press green '**Apply now**' button, then green color of button will change to color-less '**Remove**' button (This means you have given one preference against mentioned seat)



**Specialized Healthcare & Medical Education Department**

### Apply on Adhoc Basis

1 - Select Post

2 - Profile

3 - Qualification

4 - Experience

5 - Preferences

6 - Finalize & Print!

You can apply for any vacant seats in all districts of Punjab. Please select your preferences in order. Click Review Preferences to change the preferences order

صوبہ بھر میں تمام اضلاع کی خالی آسامیوں پر اپلائی کیا جاسکتا ہے۔ اپنی ترجیحات کو ترتیب میں منتخب کریں۔ ترجیحات کو تبدیل کرنے کے لیے جانزہ ترجیح پر کلک کریں۔

Districts \*

Health Facilities \*

No #	Name	Action
1	Quaid-e-Azam Medical College, Bahawalpur City, Bahawalpur	<span style="background-color: #28a745; color: white; padding: 2px 5px; border: none;">Apply Now</span>


Review Preferences

Logout

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## Declaration:

In this section, User will intimate that all Provided information is correct. If anything founds forge at any stage in this form then form may be Rejected.



**Specialized Healthcare &  
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### Apply on Adhoc Basis

1 - Select Post

2 - Profile

3 - Qualification

4 - Experience

5 - Preferences

6 - Finalize & Print!

Please confirm your preferences. You can change the order of your preferences براہ کرم اپنی ترجیحات کی تصدیق کریں۔ آپ اپنی ترجیحات کا آرڈر تبدیل کر سکتے ہیں۔

No.	Preference	DateTime
1.	Bahawal Victoria Hospital, Bahawalpur City, Bahawalpur	19/09/2022 02:22 PM
2.	Cardiology and Cardic Surgery Block attached B.V Hospital, Bahawalpur	19/09/2022 02:22 PM
3.	Quaide-Azam Medical College, Bahawalpur City, Bahawalpur	19/09/2022 03:03 PM

**I hereby declare that the documents and information provided is true and correct**  
**I also understand that any willful dishonesty may render for refusal of this application**

Submit Application & Print

Logout

Powered by Health Information and Service Delivery Unit (HISDU)

## Application Submitted:

This is the last Screen, after successfully filling the data as well as uploaded the required documents user will submit their form.



**Specialized Healthcare & Medical Education Department**

### Apply on Adhoc Basis

1-# Select Post
2-& Profile
3- Qualification
4- Experience
5- Preferences
6- Print & Print

Application Completed. Your application will be locked here after final submission & print

درخواست مکمل ہو چکی ہے۔ اسٹیپس مکمل کرنے اور پرنٹ کرنے کے بعد اس کی

درخواست یہاں لاک ہو جائے گی۔ پرنٹ لینے کے بعد اور پرنٹ کر کے تصدیق

کرنے پر لاک ہوگی۔

Application No: 1212-110000001001-01
Print Application

**SPECIALIZED HEALTHCARE & MEDICAL EDUCATION DEPARTMENT**

Adhoc Application

Name: Qasim Taseem / S/O/W of: Ahmed / CNIC: 9911-1111111-1

D.O.B: 04/08/2004 / Age: 13 years

Cell No: 03454323000 / District: Bahawalpur

Email: ahq@gmail.com

Address: House V-6 Nisbah sector Lahore



**QUALIFICATION:**

Institute / University / Board	Degree	Month & Year of Passing	Obtained Mark	Total Mark
BSE Lahore	Intermediate	2014	840	1100
BSE Lahore	Intermediate	2013	860	1100
King Edward Medical University	First Professional MBBS-I	2015	800	1000
BSE Lahore	First Professional MBBS-II	2017	800	1000
King Edward Medical University	First Professional MBBS-III	2016	850	1000
King Edward Medical University	First Professional MBBS-IV	2018	860	1000
King Edward Medical University	FCPS Part (I)	2018	680	1000
King Edward Medical University	FCPS Part (II)	2017	660	1000

**EXPERIENCE:**

Health Facility	Job Title	Duration	
		From	To
ahqahqahqah	ahqahqah	01/02/22	04/02/21
ahqahqahqah	ahqahqah	08/2016	08/2022

**Preferences:**

Sr No#	Health Facility
1	Bahawal Victoria Hospital, Bahawalpur City, Bahawalpur
2	Cardiology and Cardic Surgery Block attached B.V Hospital, Bahawalpur
3	Quaid-e-Azam Medical College, Bahawalpur City, Bahawalpur

Total Experience: 7 years  
 Documents Attached: 10  
 Preferences: 3

Submit (application will be locked)
Logout

Powered by Health Information and Service Delivery Unit (HISDU)

## Adhoc Portal Application Submission Guidelines

1. Go to [hrmis.pshealthpunjab.gov.pk/adhoc](http://hrmis.pshealthpunjab.gov.pk/adhoc) via internet browser
2. Enter your CNIC
3. If you are already registered, enter your password and press login button
4. If you are not registered, you will be redirected to registration page
5. On registration page, enter your CNIC, Email and Mobile No. and press register account button. Then, a system generated password will be sent to you given Mobile No. and Email
6. Now login to your account by giving CNIC and Password
7. You will be directed to available jobs list page from which you can select the designation by pressing apply now button for which you want to submit the application
8. On next page, you can view vacancy details district and health facility wise.
9. On top, press profile button to go the profile details page, there you can enter your profile details.
10. Press save & proceed button to go to qualification page
11. Now you can add your all qualifications in details and can also attach the qualification documents respectively.
12. Press proceed button on the bottom to go to the experience page
13. There you can add your all experience in details and can also attach the experience letters respectively.
14. Press proceed button on the bottom to go to the preferences page
15. There you can add multiple preferences by clicking on the district name, health facilities names will be shown following the apply now button. Click that apply now button to add it in your preferences list. You can also remove that preference by pressing the remove button which will be on the same place as apply now button was
16. Press review preferences button on the bottom to review your preferences on the next page
17. Now press finalize and print button to review your final application
18. After reviewing your application carefully, finally press the log out button to complete your application submission process