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Course. HR in Public Sector

**Lady Reading Hospital**

1. **Introduction**

The **Lady Reading Hospital** was established in 1924 and located at Peshawar in the Khyber Pakhtunkhwa of Pakistan. It is one of the most important post graduate medical institutes in Pakistan. It is also called Loye Huspatal (big hospital) and Gernali Huspatal. It is named after Lady Reading, the wife of the Viceroy of India, Lord Reading. It is the biggest hospital of Khyber Pakhtunkhwa province, providing tertiary care facilities.

The Hospital is now a vast department’s coverage of patients from all over the provinces and Afghanistan as well. Has a 24/7 Accidents and Emergency department, according to an estimate it’s out patient department clinic sees above 5500 patients per day and the casualty cases at the Accidents and Emergency department number more than 2500 or 3000 per day (as per 2018 data).

It has more than 1773 beds providing tertiary care facility in KPK housing all medical and surgical specialties. With over 400 world-class doctors, 4000 staff members and 33 departments’ lady reading hospital is the biggest hospital in Khyber Pakhtunkhwa. With over 70 ICU beds, Hospital has a fully functioning OPD, General wards, 24 Hours Pharmacy Services, Operation Theaters and Critical Care Units. Lady reading hospital has recently invested heavily in infrastructure development with state of the art medical equipment i.e. MRI, CT scan, and Cath Lab.

Lady reading hospital aims to deliver a comprehensive range of preventive, curative, rehabilitative, emergency and educational health services with compassion to the people in KPK, through its healthcare facilities and services with a view to raising the long-term health status of community.

Lady reading hospital has many health program areas such as Access, quality, & rational use of medicines, Blood safety & clinical technology, Child & adolescent health, Communicable diseases, Maternal & infant health and Mental health & substance abuse and also provides Post Graduate Medical Training for instance Anaesthesiology, [Internal medicine](https://en.wikipedia.org/wiki/Internal_medicine), General Surgery, [Paediatrics](https://en.wikipedia.org/wiki/Paediatrics), [Urology](https://en.wikipedia.org/wiki/Urology), [Cardiology](https://en.wikipedia.org/wiki/Cardiology), Cardiothoracic surgery, Cardiovascular surgery, [Neurology](https://en.wikipedia.org/wiki/Neurology), [Neurosurgery](https://en.wikipedia.org/wiki/Neurosurgery), [Ophthalmology](https://en.wikipedia.org/wiki/Ophthalmology), Ear nose throat (ENT), Paediatric surgery, [Pulmonology](https://en.wikipedia.org/wiki/Pulmonology), [Dermatology](https://en.wikipedia.org/wiki/Dermatology), [Gynecology](https://en.wikipedia.org/wiki/Gynecology) and [obstetrics](https://en.wikipedia.org/wiki/Obstetrics), [Radiology](https://en.wikipedia.org/wiki/Radiology), [Corona HDU](https://en.wikipedia.org/w/index.php?title=Corona_HDU&action=edit&redlink=1), [Telemedicine](https://en.wikipedia.org/wiki/Telemedicine), Orthopedics, [Gastroenterology](https://en.wikipedia.org/wiki/Gastroenterology), Plastic Surgery, Endocrinology and Vitreo retina surgery.

**RECRUITMENT SECTION**

Lady reading hospital is currently providing a number of services to the hospital including Recruitment. Lady reading hospital following its vision and mission and provide career opportunities in an environment where employees have a purpose and pride in the organization, through personal development and recognition for performance excellence. The pool is recruited and inducted with great responsibility.

Lady reading hospital’s recruitment function ensures, that best people shall be recruited on merit and that the recruitment process is free from bias and discrimination. Lady reading hospital also ensure that it continues to uphold its commitment to equal opportunity

1. **Body**

This is how recruitment and selection is applied in Lady reading hospital

**Pre Recruitment Section**

* Advertisement (Preparation, Cross Reference with Need/Demand Matrix and budget book along with approval.
* Working Papers Preparation/ Synopsis.
* Conducting Tests.
* Arranging Meeting with Different Committees i.e. Scrutiny, Interview/Promotion deals with all recruitment and promotion cases.
* Preparation of Appointment Order.

**Post Recruitment Section**

Deals with all employee affairs i.e. from arrival till Separation/Resignation which may include the following:-

* Arrival Report (along with 3 sets of documents)
* Verification of documents
* Endorsements of Arrival Report

 **Other activities may include**

* Disciplinary Actions (Explanations, Warnings, Show Cause Notice etc.)
* Issuance of NOC’s
* Issuance of any other letters which are related to employees (Correspondence with DGHS etc.)
* Issuance of Office Order (Earned leave, Ex-Pak Leave, Sick Leave, Hajj leave etc.
* Internal Posting / Transfer etc.
1. **CONCLUSION**

The present report confirms that Lady reading hospital is a public sector organization and just like other public sector there is too much paper-work environment which not only delays the process of the recruitment but also waste the resources of the organization.

1. **RECOMMENDATION**

In Lady reading hospital, recruitment is done manually wherein there is lot of room for discrepancies leading to higher risk of compromising the integrity of recruitment process.

* To overcome the same problem a system is needed which would ensure recruitment process is done on merit, ensuring transparency and at the same time information is readily available to the concerned for processing and further action.
* Therefore, an electronic recruitment portal is recommended to be introduced in the system which is dedicated for recruitment process and for achieving their vision to make recruitment on merit and at the same time ensure transparency in the process.
1. **REFERENCES**

 <https://www.lrh.edu.pk/>