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Mid Term Assignment

HAYATABAD MEDICAL COMPLEX PESHAWAR

1. INTRODUCTION

Hayatabad Medical Complex was established in 1996 and it is the 2nd largest Medical Teaching Institution in KPK. It has more than 1280 beds providing tertiary care facility in KPK housing all medical and surgical specialties. With over 115 world-class doctors, Hayatabad Medical Complex is one of the leading chains of hospitals in Khyber Pakhtunkhwa. With over 50 ICU beds, Hospital has a fully functioning OPD, General wards, 24 Hours Pharmacy Services Operation Theaters and Critical Care Units. HMC has recently invested heavily in infrastructure development with state of the art medical equipment i.e. MRI, CT Scan, Cath Lab.

Hayatabad Medical Complex 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.

RECRUITMENT SECTION

HMC is currently providing a number of services to the hospital including Recruitment. HMC 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.

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

2. BODY

This is how recruitment and selection is applied in HMC

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.

3. CONCLUSION

The present report confirms that HMC 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.

4. RECOMMENDATION

In HMC, 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.

5. REFERENCES

1. <http://hmckp.gov.pk/Home>
2. **Officials concerned from HMC.**