



POSITIONS AVAILABLE

Punjab Resource Management & Policy Unit, is working under the administrative control of Planning & Development Board Government of Punjab. The posts mentioned below are lying vacant under the scheme titled "Institutional Strengthening of P&D Board and Capacity Building of Public Sector Employees", executed by Punjab Resource Management & Policy Unit (PRMPU) which are required to be filled in immediately, purely on contract basis. Suitable candidates, encouraged to apply for these posts. Qualification and experience required for these posts are mentioned below;

Sr. No.	Position	Qualifications/ Experience/ Age	No. of Posts
01	Deputy Director	Qualification: Master's/M.Phil degree in Social Sciences or Economics/Finance /Management /Planning from a reputed / HEC recognized foreign/local university. Experience: i. At least eight (08) years of relevant work experience. ii. Experience related to social sector, M&E of E-Governance Programs, HR and Institutional Capacity Building, will be preferred. Maximum Age: 45 Years	01
02	Assistant Director	Qualification: Master's degree in Social Sciences/ economics, finance, management or planning from a reputed/ recognized university. Experience: i. At least 5 years of experience in public sector. ii. Experience related to implementation of E-Governance interventions, Capacity Building Initiatives/Trainings and Coordination with local/foreign training institutes/universities /colleges for Capacity Building interventions will be preferred. iii. Able to draft ToRs for Consultancies. iv. Good report writing and presentation skills. Maximum Age: 45 Years	02
03	Accounts Officer	Qualification: M.Com/MBA (Finance) or equivalent Degree from HEC recognized university. Experience: At least five (05) years of relevant experience. Maximum Age: 45 Years	01
04	Networking Officer	Qualification: i. Bachelor Degree / BCS. ii. Microsoft Certified System Engineer (MCSE) Experience: At least five (05) years' experience of Networking Installation / Administration, Troubleshooting, LAN installation. Maximum Age: 50 Years	01
05	Assistant	Qualification: Bachelor's Degree (2nd Div) from a recognized university. Experience: i. At least six (06) years of experience of office management in public sector or a reputable organization. ii. Computer literate will be preferred. Maximum Age: 45 Years	03
06	Office Secretary / Receptionist	Qualification: Bachelor's Degree from a HEC recognized university. Experience: i. At least 3 years of experience as receptionist or of operating telephone exchange in public or private sector. ii. Proficient in Steno Set / Telephone Exchange Operating Experience iii. Computer proficiency will be given preference. Maximum Age: 45 Years	01



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07	Audio-Visual Associate	Qualification: Matric. Experience: i. At least 5 years of experience of handling Audio Visual equipment. ii. At least 5 years of experience of maintenance / operation of Audio-Visual equipment. iii. Computer Literate will be preferred. Maximum Age: - 50 Years	01
08	Dairy & Dispatch Clerk	Qualification: Bachelor's Degree from a HEC recognized university. Experience: At least two (02) years of work experience in public sector of relevant field. Maximum Age: 35 Years	01
09	Dak Rider	Qualification: Matric. Experience: i. Experience in relevant field will be preferred. ii. Must have a valid Driving License. Maximum Age: - 35 Years	02
10	Driver	Qualification: Primary. Experience: At least three (03) years of experience in Public Sector related to L.T.V driving and must have a valid driving license. Maximum Age: - 40 Years	09
11	Gardner	Qualification: Primary. Experience: At least three (03) years of relevant experience of gardening/plantation. Maximum Age: - 35 Years	01
12	Office Boy	Qualification: Primary. Experience: Literate with relevant experience will be preferred. Maximum Age: - 45 Years	03
13	Security Guard	Qualification: Literate. Experience: Good health and relevant experience. Maximum Age: - 40 Years	02
14	Sweeper	Qualification: Literate. Experience: Relevant Experience. Maximum Age: 40 Years	02

Application Submission:

- Candidates at **Sr. No. 1-3** must apply through Punjab Job Portal www.jobs.punjab.gov.pk till **22nd January 2024**.
- For the vacancies at **Sr. No. 4-14**, the candidates must submit hard copy through courier to the address listed below along with copy of CNIC, CV, duly attested copies of all educational, experience and other relevant/required documents and two (02) passport size photographs by **22nd January 2024**.
- The government servant should send their applications through proper channel.
- Age relaxation will be applicable according to the government rules.
- Incomplete applications or applications received after closing date will not be entertained.
- PRMPU reserves the right to reject any or all applications prior to selection at any time without assigning any reason.
- Only short-listed candidates will be called for interview.



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- No TA/DA will be admissible for interview.
- Market based remuneration package shall be offered to the selected candidates.
- The service of those selected applications will be terminated whose degree(s)/educational certificates are found bogus.
- PRMPU is providing equal opportunity of merit-based selection.

MANAGING DIRECTOR

**Punjab Resource Management & Policy Unit (PRMPU),
184–A, Upper Mall Scheme, Behind NIPA, Lahore.
Ph# 042-99200508, website: www.primp.punjab.gov.pk**



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IPL-136

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