



**PRMP**

**GOVERNMENT OF THE PUNJAB  
PLANNING & DEVELOPMENT BOARD  
PUNJAB REFORM MANAGEMENT PROGRAM  
PROGRAM MANAGEMENT UNIT**

**POSITIONS AVAILABLE**

Punjab Reform Management Program, is working under the administrative control of Planning & Development Board Government of Punjab. The posts mentioned below are lying vacant in Program Management Unit (PMU), PRMP which are required to be filled in immediately, purely on contract basis. Suitable candidates, both from private and public sectors are encouraged to apply for these posts. Qualifications and Experience required for these posts are mentioned below;

Sr. No.	Position	Qualifications/ Experience/ Age	No. of Posts
01	Office Secretary	<b>Qualification:</b> Graduation from a recognized university. Excellent computer proficiency; <b>Experience:</b> <ul style="list-style-type: none"><li>At least five years of experience of office management in public/ private sector organization.</li><li>Shorthand and good typing speed will be preferred.</li></ul> <b>Maximum Age: 35 Years.</b>	01
02	Receptionist	<b>Qualification:</b> Graduation from a recognized university. <ul style="list-style-type: none"><li>At least three years experience as receptionist in a reputed organization in public or private sector;</li></ul> <b>Experience:</b> <ul style="list-style-type: none"><li>Computer proficiency and experience of telephone exchange software will be given preference;</li></ul> <b>Maximum Age: 35 Years.</b>	01
03	Driver	<b>Qualification:</b> Under Matric Valid LTV/ HTV driving license <b>Experience:</b> <ul style="list-style-type: none"><li>At least five years experience of driving in a reputed organization both in public and private sector.</li></ul> <b>Maximum Age:- 45 Years</b>	03
04	Office Boy	<b>Qualification:</b> Matriculation <b>Experience:</b> <ul style="list-style-type: none"><li>Minimum three years of experience. Preference for experience with Government or Semi Government agency.</li></ul> <b>Maximum age: 40 Years</b>	01
05	Sweeper	<b>Experience:</b> <ul style="list-style-type: none"><li>Appropriate janitorial Experience.</li></ul> <b>Maximum age: 55 Years</b>	01

- Applications for **Sr. No. 1 & 2** along with updated CV, latest photograph, copy of CNIC and photocopies of all educational degrees along with detail mark sheets (DMCs) duly attested is mandatory and complete applications in all aspect will only be accepted online at [www.jobs.punjab.gov.pk](http://www.jobs.punjab.gov.pk). The applicants should clearly mention years of experience and qualification at the top of the CV.
- Applications for **Sr. No. 3, 4 & 5** should submit their application in hard form through courier at below mention address.
- Government employees are required to submit N.O.C from their present employer with their application.
- Incomplete applications or applications received after due date will not be considered. Only short-listed candidates will be invited for interview and no TA/DA will be paid in this regard.
- The service of those selected applications will be terminated whose degree(s)/educational certificates are found bogus.
- Market based remuneration package shall be offered to the selected private candidates. The candidates who will be selected from public sector shall be paid according to Finance Department's notification.
- Last date to submit application is **08<sup>th</sup> November, 2021 (Monday)** during office hours.

**PROGRAM DIRECTOR,**

**Program Management Unit (PMU),  
Punjab Reform Management Program (PRMP),  
184-A, Upper Mall Scheme, Behind NIPA, Lahore.  
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