



GOVERNMENT OF THE PUNJAB
PLANNING & DEVELOPMENT DEPARTMENT
INVESTMENT CLIMATE REFORM UNIT

Planning & Development Department Government of Punjab has established Investment Climate Reform Unit (ICRU) for improving investment climate in the Province of Punjab. The following Positions are required to be filled on urgent basis at **market based salary**.

| Sr. No | Positions | Eligibility Criteria | No of Posts |
|--------|---------------------------|--|-------------|
| 1 | Personal Secretary to M.D | <ul style="list-style-type: none">▪ Master's degree / 16 years of education in any discipline, from a HEC recognized well reputed university;▪ At least 2 years of successful and verifiable experience in a relevant field;▪ Excellent communication and networking skills;▪ Capacity to work independently as well as part of a team;▪ Maximum 35 years of age | 01 |
| 2 | Dispatch Rider | <ul style="list-style-type: none">▪ Matric from recognized board.▪ One year relevant experience in public or private sector with valid Motorcycle driving license and well versed in traffic rules.▪ Maximum 30 years of age. | 01 |
| 3 | Office Boy | <ul style="list-style-type: none">▪ Middle from recognized board.▪ One year relevant experience in public or private sector▪ Maximum 28 years of age | 01 |
| 4 | Sweeper | <ul style="list-style-type: none">▪ Primary from recognized board.▪ One year relevant experience in public or private sector▪ Maximum 28 years. | 01 |

1. Application along with latest photograph and photocopies of all educational degrees from HEC recognized universities/ boards, duly attested, should be submitted at the below mentioned address latest by 20/04/2018.
2. Government employees should apply through proper channel.
3. Incomplete applications or applications received after due date will not be considered.
4. Only short-listed candidates will be invited for interview.
5. Detailed Job Descriptions of all the positions are available at www.icru.punjab.gov.pk.
6. The competent authority reserves the right to reject any application against any post at any stage.

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