

Job Description and Eligibility Criteria of Staff

| Sr. No. | Post | Job Description in brief | Proposed criterion for recruitment |
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| 1 | Sr. Program Specialist (Maximum Age Limit: 55 Years) | <ul style="list-style-type: none"> • Provide technical support for conceiving and develop program and projects for environmental management in the province • Render advice to consulting firms and other implementing entities on prevailing policy requirements, applicable laws and other related aspects. • Monitor and report progress as required and keep Environment Department fully informed of critical and sensitive areas requiring immediate attention and assistance. • Coordination/ communications with World Bank and other donor agencies • Preparation of TORs advertisement of EOI/ RFP, evaluation of proposals (Technical and Financial), award of contract and responsible for execution of work by Firms/ Consultants • Review of submitted reports and works by the consultants/ Firms • Liaising with stakeholders to identify and define project requirements, scope and objectives • Produce log-frames, action plans, monitoring reports, as required • Break projects into doable actions and set timeframes • Identification and synthesis of best practices and lessons learnt, directly linked to various sectors and projects • Ensure standards and requirements are met through conducting quality assurance tests • Assess project risks and issues and provide solutions where applicable • Providing technical support for Appraisal of projects | <p>Qualifications</p> <ul style="list-style-type: none"> • The incumbent should possess Master's degree / 18 years of education in Engineering/ Natural Resources, Environmental Sciences from HEC recognized university. <p>Experience</p> <ul style="list-style-type: none"> • At least fifteen (15) years of experience in project management and implementation including 5 years' experience in public sector. He/she must have ability to manage a multi-disciplinary team of professionals having sound analytical approach to address technical, institutional, financial, and policy considerations in the project besides, having fluency in spoken and written English. • Experience of working in or with government organization and having foreign exposure will be preferred • Government officers/officials can apply through proper channel. Salary and incentive allowances for the post will be admissible equivalent to BS-20 as per Government's policies prevailing at time. |

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| | | <p>with respect to PGDP.</p> <ul style="list-style-type: none"> • Creating linkages of PGDP interventions with the program of Go Punjab for achieving Sustainable Development Goals (SDGs). • Monitoring of project deliverable • Coordinate and plan activities for improved water management and conservation in Irrigation, Agriculture, Urban Development and Industrial Sectors for sustainable development. • Any other task in the context of implementation of PGDP | |
| 2 | <p>Environmental Design & Implementation Specialist</p> <p>(Maximum Age Limit: 45 Years)</p> | <ul style="list-style-type: none"> • Help strategically assess and frame ideas and concepts and help EPD and other sectors in their prioritization and execution. • Direct and manage project development and execution from beginning to end. • To help EPD and other sectors to transform vision into implementation for the environment and other sectors into plans, programs and projects, i.e., help bring ideas to life. • Critically review the project proposals submitted by the implementing departments of PGDP and recommend improvements. • While reviewing the project proposals, ensure the application of World Bank's guidelines for environment & social safeguard. • Apply water modeling tools for reduced discharges of polluted water into the environment • Work effectively with interdisciplinary teams for successful implementation of development projects and assigned tasks. • Supervising public awareness campaigns, publications and other writing materials regarding project. | <p>Qualifications</p> <ul style="list-style-type: none"> • The incumbent should possess 16 years of education leading to bachelor's degree in civil/ Environmental Engineering from HEC recognized university <p>Experience</p> <ul style="list-style-type: none"> • Having at least twelve (12) years multidisciplinary experience in planning, design, implementation and monitoring of development projects in the field of Environment, Wastewater Treatment and Water Supply schemes. • Should have relevant experience in Disaster Risk Assessment/ mitigation/ protection against environmental hazards/ adherence to NEQs • Candidate having specific skill set experience conducting in Environmental Impact Assessment related reports/ tools (water gem etc.) under sustainable development regime. • Familiarity with Contract Management would be a plus. |

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| | | <ul style="list-style-type: none"> • Generate periodic environmental reports and organize awareness seminar on environmental issues at P&D level • Liaising with stakeholders to identify and define project requirements, scope and objectives • Gather and collate environmental data and knowledge regarding climate change, air and water pollution, energy consumption, etc. with regard at provincial and national level. • Identification and synthesis of best practices and lessons learnt, directly linked to various sectors and projects • Assess project risks and issues and provide solutions where applicable | <ul style="list-style-type: none"> • Should have good writing and analytical skills. • Experience of working in government/semi government organizations, reputed consulting entities foreign funded projects as well as international exposure in related fields will be preferred. • Government officers/officials can apply through proper channel. Salary and incentive allowances for the post will be admissible equivalent to BS-19 as per Government's policies prevailing at time. |
| 3 | <p>Monitoring & Evaluation Specialist</p> <p>(Maximum Age Limit: 45 Years)</p> | <ul style="list-style-type: none"> • Support for development, adoption, and implementation of program's M&E framework prepared by SP&IU. • Monitor the activities of Third-Party Validation (TPV) firm in the light of contract agreement with the firm • Providing technical support in preparation of project proposals, working papers, concept papers, technical presentations, summaries and other materials. • Development of Annual Implementation plans based on MTRF/ADP allocation consistent with program RF and DLI requirement • Support the review of the project proposals ensuring their alignment with donor guidelines, the prioritization criteria mentioned in provincial strategies, and adequacy in scope • Develop the M&E plan for the PCU and ensure implementation of outputs and outcome in consonance with the overall M&E framework prepared by SP&IU | <p>Qualifications</p> <ul style="list-style-type: none"> • The incumbent should possess 16 years of education leading to B.Sc. in Civil / Environmental Engineering from HEC recognized university <p>Experience</p> <ul style="list-style-type: none"> • At least eight (08) years multidisciplinary experience in planning and monitoring of mega-projects in the field of Clean Energy, transport and disaster resilience etc. • Candidates should have minimum 4 years' experience of projects appraisal and M&E in public sector organization, preferably foreign funded projects. • The incumbent should be conversant with public sector monitoring & evaluation reports and related documents. • The incumbent should be adept in preparation of project planning and scheduling |

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| | | <ul style="list-style-type: none"> • Actively lead the preparation of annual implementation plan of PCU and update the annual integrated implementation plan of all participating departments • Ensure the application of Results Based Management for all PGDP's activities and projects and actively contribute/review the development of monitoring framework with measurable indicators of PGDP • Progress Monitoring & Evaluation of the DLIs envisaged under PGDP applying tools like primavera etc. • Prepare periodic progress reports for internal and external audience by implementing techniques like earned value analysis • Prepare work plans and progress reports related to PGDP and other environment related activities. • Provide administrative and technical support to direct supervisor and section; • Participate in any meetings, discussions, workshops, in any capacity as instructed by supervisor; • Plan, prepare, and monitor research and evaluate potential impact of projects. • Provide updated data and analyses as and when required in consultation with the Specialist • Any other task assigned by the supervisor | <ul style="list-style-type: none"> • Familiarity with planning & monitoring processes and techniques like earned value analysis, Result based Monitoring Framework, PERT, as well as planning tools like Primavera, etc. would be preferred. • Should possess excellent report writing skills. • Government officers/officials can apply through proper channel. Salary and incentive allowances for the post will be admissible equivalent to BS-18 as per Government's policies prevailing at time. |
| 4 | Procurement & Finance Expert (Maximum Age Limit: 45 Years) | <ul style="list-style-type: none"> • Overall in charge of Procurement and Contract Administration Unit and responsible for procurement of goods and services as per rules of Donors and Government for successful completion of project(s) within time schedule and approved budgeted. • Administer the procurement services and goods, contractual matters regarding mega projects according to FIDIC conditions of contracts and the | <p>Qualifications</p> <ul style="list-style-type: none"> • Incumbent should possess ACCA/CFA/ACMA or MPA / MBA Finance or Master degree in Project Management. • Higher degree in the respective field would be a plus <p>Experience</p> <ul style="list-style-type: none"> • The incumbent should possess at least |

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| | | <p>donor's guideline, ICB & NCB contracts.</p> <ul style="list-style-type: none"> • Develop financial framework and provide technical backstopping to implantation agencies regarding green financing strategy and capitalization of Environment Endowment Fund (EEF). • Ensure compliance of various clauses of the contracts with suppliers or those matters pointed out by engineering and finance units. • Keep record and point out matters of dispute for taking up in DRB, arbitration, monthly review meetings, with the consultants/ contractors. • Ensures that before making payment of any bill of the contractor / consultants / suppliers the contractual obligations on the part of the concerned party have been fully complied. • Capable of handling financial matters of mega project constructed under World Bank / FIDIC conditions • Maintain books of accounts as per Government's financial and Project for Improvement of Financial Reporting and Auditing (PIFRA) Rules. • Should be aware of International Accounting Standards of Budget & Accounts. | <p>three (03) years post qualification proven experience of similar work in case of ACCA/CFA/ACMA and 05 years overall experience in case of other related qualification</p> <ul style="list-style-type: none"> • Should have experience in preparation of the procurement plan as per requirement of Multilateral Development Banks. • Possess proven skills in tendering, estimation, contract negotiation, claims handling. • Should have good knowledge on preparing and implementation of contract agreements in accordance with procurement Guidelines of Multilateral Development Banks. • Knowledge of Accounting Standards of Budget & Accounts. Also have experience of handling Departmental Accounts procedure & AG office procedures • Have knowledge of accounts related software e.g. Peach Tree Accounting Software • Government officers/officials can apply through proper channel. Salary and incentive allowances for the post will be admissible equivalent to BS-17 as per Government's policies prevailing at time |
| 5 | <p>Research Analyst (Resource Efficiency)</p> <p>(Maximum Age</p> | <ul style="list-style-type: none"> • To provide analytical support to enable effective implementation of Transport and Energy DLIs as targeted under restructured PGDP. • Carry out effective monitoring of vehicles compliance with emission standards, energy efficiency | <p>Qualifications</p> <ul style="list-style-type: none"> • The incumbent should possess 16 years of bachelor's degree in Transportation Engineering / Transport Management / Mechanical Engineering/ Electrical |

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| | Limit: 40 Years) | <p>investments and various other activities under PGDP to align proposed operations with PGDP DLIs.</p> <ul style="list-style-type: none"> • Coordinate with Third Party Validation firm, Transport and Energy departments for compilation of data. • Gather data and compile all records and reports for information use and presentation to the donor and to highlight the project. • Coordinate with Energy department for RECP and energy efficiency investments for M&E reports. • Coordinate with Transport department for VICS stations and vehicles emission status. • Ensure the capital mobilization support to Program`s green investments. • Provide updated data and analyses for the Punjab`s environment report, volume of carbon emissions avoided from Green Investments supported • Assist in development of annual implementation plans based on MTFD/ADP allocation consistent with Program RF. • Any other task assigned by Higher management. | <p>Engineering (Power)/ Business Administration from HEC recognized university.</p> <ul style="list-style-type: none"> • Higher degree in the respective field would be a plus <p>Experience</p> <ul style="list-style-type: none"> • The incumbent should possess at least five (5) years post qualification proven experience of similar work. • The preference will be given to the incumbents, who have experience of foreign aided projects in Pakistan • The incumbent should be adept in preparation of project planning and scheduling • Familiarity with planning & monitoring processes and techniques like earned value analysis. • Government officers/officials can apply through proper channel. Salary and incentive allowances for the post will be admissible equivalent to BS-17 as per Government`s policies prevailing at time. |
| 6. | <p>Research Analyst (Environmental Policy & Safeguard)</p> <p>(Maximum Age Limit: 40 Years)</p> | <ul style="list-style-type: none"> • Gathering the secondary data of surface water flows, groundwater and industrial pollution from different departments, institutions for analysis. • Participating in meetings of the project teams and develop the environmental policy and safeguard mechanisms/reports for the project DLIs / DLRs. • Gather data and compile all records and reports for information, and analyze the same in the light of global environmental safeguard standards, and suggest improvements under the program interventions. | <p>Qualifications</p> <ul style="list-style-type: none"> • The incumbent should possess 16 years of education with Bachelor (Hons.) or equivalent degree in Environmental Sciences / Environmental Engineering / Atmospheric Science <p>Experience</p> <ul style="list-style-type: none"> • Higher degree in the respective field would be a plus • The incumbent should possess at least five (05) years post qualification proven |

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| | | <ul style="list-style-type: none"> • Monitoring of sound management of plastics and various other environmental related activities under PGDP to align proposed operations with PGDP DLIs. • Provide support to Specialists for organizing meetings of Project Review Committee, preparation of working papers, briefs etc. • Help specialists to identify capacity gaps of different departments with respect to environmental policy and safeguard standards by analyzing global practices. • Assist Specialist in designing environmental policy and safeguard frameworks for PGDP activities. • Maintain liaison with the M&E personnel of SP&IU and other implementing departments for better coordination • Any other task assigned by the competent authority | <p>experience of similar work.</p> <ul style="list-style-type: none"> • Experience and good knowledge of the usage of computers, M&E tools, and office software packages (MS Word, Excel, Project etc.) are desired • The preference will be given to the incumbents, who have experience of foreign aided projects in Pakistan • The incumbent must have strong communication skills with good writing and spoken skills in English and Urdu languages • Government officers/officials can apply through proper channel. Salary and incentive allowances for the post will be admissible equivalent to BS-17 as per Government's policies prevailing at time. |
| 7. | <p>Research Analyst (Environmental Communication)</p> <p>(Maximum Age Limit: 40 Years)</p> | <ul style="list-style-type: none"> • Provide support to the Environmental Design and Implementation Specialist for reviewing of concept papers and PC-1s submitted by the implementing departments of PGDP. • Support Specialists in organizing meetings, preparing working papers, and briefs on the subject matter • Writing articles, newsletters, and organize seminars & workshops regarding environmental strategies • Assist Specialists in maintaining a portfolio of project's concept papers • Assist Specialists in collecting data for public awareness campaigns through interpersonal and virtual communication • Dissemination of information of official press releases • Request or acquire information for analysis of environmental issues related to PGDP • Carry out literature reviews of environmental issues to | <p>Qualifications</p> <ul style="list-style-type: none"> • The incumbent should possess 16 years of education with Bachelor (Hons.) or equivalent degree in Communication Studies / Journalism / Media Studies. • Higher degree in the respective field would be a plus <p>Experience</p> <ul style="list-style-type: none"> • The incumbent should possess at least five (05) years overall experience in similar field. • Candidates should have minimum 2 years' public sector experience preferably in foreign funded projects. • The incumbent should have experience of content writing/ newsletter/ publication, and arranging variety of seminars etc. |

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| | | <p>ascertain solutions with respect to the province of Punjab</p> <ul style="list-style-type: none"> • Report/brief writing to demonstrate project's outputs • Any other task assigned by the competent authority | <ul style="list-style-type: none"> • Experience of public sector social media accounts for dissemination of information • The incumbent must have strong press release/report writing skills. The fluency in spoken and written Urdu and English is required • Government officers/officials can apply through proper channel. Salary and incentive allowances for the post will be admissible equivalent to BS-17 as per Government's policies prevailing at time. |
| 8. | <p>Research Analyst (Environmental Informatics)</p> <p>(Maximum Age Limit: 40 Years)</p> | <ul style="list-style-type: none"> • Preparing a framework of data set by gathering and collating environmental and climate change data from all possible resources • Submit periodic analysis reports on major environmental issues in Punjab/Pakistan to the Specialists for further analysis and recommendation • Provide technical support to different IT based tools like Climate Risk Screening Tools, Decision support system, Disaster impact application or other related technologies in the province • Provide data/ information for online PMIS and open data portal to EPD and relevant departments. • Maintain an inventory of data generated by PGDP and conduct analysis by using IT based tools • Maintain liaison with provincial and National organizations engaged in environment related data collection and publication like Pakistan/Punjab Bureau of statistics, Ministry of Climate Change, EPD/EPA and other projects & programs • Regularly review the status of Pakistan/Punjab in global environmental ranking and submit periodic analysis for the Specialists. • Maintain close liaison with all sectors chief of section | <p>Qualifications</p> <ul style="list-style-type: none"> • The incumbent should possess 16 years of education with Bachelor (Hons.) or equivalent degree in Computer Sciences / Information Technology. • Higher degree in the respective field would be a plus. <p>Experience</p> <ul style="list-style-type: none"> • The incumbent should possess at least five (05) years' experience in Computer-based systems and websites/web-based tools for environment and climate related processing, research, monitoring and control, data analysis, and decision support systems • The experience in public sector would be an advantage with experience of foreign aided project • Sufficient knowledge of Multi-lateral Environmental Agreements (MEAs) • The incumbent should have research experience, preferably with published |

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| | | <p>for information and data sharing</p> <ul style="list-style-type: none"> • Prepare work plans and progress reports related to PGDP and other environment related activities • Continuously gather updates on the latest tools, application systems and information technologies related to environment and climate change and provide feedback for improving existing tools • Any other relevant task assigned by the competent authority | <p>paper.</p> <ul style="list-style-type: none"> • Experience and good knowledge of the usage of any environment or climate risk screening tool e.g. PACT etc. • Government officers/officials can apply through proper channel. Salary and incentive allowances for the post will be admissible equivalent to BS-17 as per Government's policies prevailing at time. |
| 9. | <p>Research Associate (Resource Efficiency)</p> <p>(Maximum Age Limit: 40 Years)</p> | <ul style="list-style-type: none"> • Assist in providing analytical support to enable effective implementation of Energy and Transport DLIs as targeted under restructured PGDP. • Assist Transport and Energy analyst for Third Party Validation firm. • Provide support in monitoring of vehicles compliance with emission standards, energy efficiency investments and various other activities under PGDP to align proposed operations with PGDP DLIs. • Gather data and compile all records and reports for information use and presentation to the donor and to highlight the project. • Assist in development of RECP and energy efficiency investments for M&E reports. • Assist in coordinating to Transport department for VICS stations and vehicles emission status and other data accumulation. • Any other task assigned by Higher management. | <p>Qualifications</p> <ul style="list-style-type: none"> • The incumbent should possess 16 years of bachelor's degree in Transportation Engineering / Mechanical Engineering/ Electrical Engineering (Power) from HEC recognized university. • Higher degree in the respective field would be a plus. <p>Experience</p> <ul style="list-style-type: none"> • The incumbent should possess at least two (02) years post qualification proven experience of similar work in public sector projects • The preference will be given to the incumbents, who have experience of foreign aided projects in Pakistan • The incumbent should be adept in preparation of project planning and scheduling • Familiarity with planning & monitoring processes and techniques like earned value analysis. • Government officers/officials can apply through proper channel. Salary and incentive allowances for the post will be |

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| | | | admissible equivalent to BS-16 as per Government's policies prevailing at time |
| 10. | <p>Research Associate (Sustainable Development)</p> <p>(Maximum Age Limit: 40 Years)</p> | <ul style="list-style-type: none"> • To provide analytical support to enable effective implementation of public investment strategy as targeted under restructured PGDP. • To monitor COVID-19 related activities under PGDP to align proposed operations with PGDP. • Submit periodic analysis reports on GOPunjab's environmental initiatives counteracting impacts of the pandemic and pandemic response effectiveness. • Coordinate with related departments to collate data / information regarding governance reforms adopted by GO Punjab in various sectors. • To carry out effective coordination with the stake holders regarding implementation of Nationally Determined Contributions (NDCs) and related activities. • To carry out research regarding post COVID 19 impacts on economy , environment, agriculture and industry • Assist in conducting research regarding review of public policies oriented to mitigate pandemic related environmental and economic impacts. • Assist in preparation and dissemination of environmental reports on related project outputs. | <p>Qualifications</p> <ul style="list-style-type: none"> • The incumbent should possess 16 years of education with Bachelor (Hons.) or equivalent degree in Biotechnology / Health Sciences/Policy / Environmental Sciences / Environmental Economics. <p>Experience</p> <ul style="list-style-type: none"> • The incumbent should possess at least two (02) years post qualification of undertaking research and analytical work in public/private sector projects • Should be familiar to desk reviews relating to domestic and international healthcare systems and multi-sectoral nutrition strategies. • Experience and good knowledge of the usage of computer / IT Office and (MS Word, Excel, Project etc. are desired • Preference will be given to the incumbents, who have exposure to similar work under foreign-aided projects in the province. • The incumbent must have strong communication skills with good writing and spoken skills in English and Urdu languages • Government officers/officials can apply through proper channel. Salary and incentive allowances for the post will be admissible equivalent to BS-16 as per Government's policies prevailing at time |

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| 11. | <p>Research Associate (Environmental Policy & Safeguard)</p> <p>(Maximum Age Limit: 40 Years)</p> | <ul style="list-style-type: none"> To provide analytical support to enable effective implementation of DLIs targeted under restructured PGDP. Provide support in monitoring of vehicles compliance with emission standards, sound management of plastics, energy efficiency investments and various other activities under PGDP to align proposed operations with PGDP DLIs. Coordinate with related departments to collate data / information regarding status and completion of DLIs of PGDP. Provide support in carrying out effective coordination with the stake holders regarding implementation of activities under DLIs and provide feedback. Assist in conducting research regarding review of environmental policies oriented to mitigate GHGs related environmental and economic impacts. Assist in preparation and dissemination of environmental reports on related project outputs and DLIs. | <p>Qualifications</p> <ul style="list-style-type: none"> The incumbent should possess 16 years of education with Bachelor (Hons.) or equivalent degree in Environmental Sciences/Environmental Engineering / Environmental Policy Management / Atmospheric Sciences or related fields. <p>Experience</p> <ul style="list-style-type: none"> The incumbent should possess at least two (02) years post qualification of undertaking research and analytical work in public sector projects Should be familiar to desk reviews relating to domestic and international environment and natural resources standards and strategies. Experience and good knowledge of the usage of computer / IT Office and (MS Word, Excel, Project etc. are desired Preference will be given to the incumbents, who have exposure to similar work under foreign-aided projects in the province. The incumbent must have strong communication skills with good writing and spoken skills in English and Urdu languages. Government officers/officials can apply through proper channel. Salary and incentive allowances for the post will be admissible equivalent to BS-16 as per Government's policies prevailing at time |
| 12. | <p>Network Support Associate</p> | <ul style="list-style-type: none"> Use data analytics tools to assist with the extraction and analysis of data used in support of operations | <p>Qualifications</p> <ul style="list-style-type: none"> The incumbent should possess 16 years |

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| | (Maximum Age Limit: 40 Years) | <p>and projects under PGDP.</p> <ul style="list-style-type: none"> • Use interfacing technologies such as networking, storage solutions and data center technologies etc to efficiently cater for network requirements for maintaining liaison between all the departments involved in the Implementation /execution of PGDP. • Provide technical support in different networking-based tools, management and maintenance of servers. • Install and maintain operating systems, application software and upgrades for local hosts, LAN, WAN and computer labs. • Troubleshoot Internet activities (hardware and software, internet service provider or web site maintenance) as necessary. • Assist with/troubleshoot enterprise software (Active Directory, e-mail, data backup, anti-virus, anti-spyware, network, accounts) as necessary. • Assist and connect hardware as needed: photocopiers, printers, audio/visual equipment • Maintain expertise in rapidly evolving technical environment as able through available mediums. • Assist in creation and maintenance of technical documentation, including inventories of hardware and software, network mapping. • Convene online meetings Any other relevant task assigned by the competent authority | <p>of education with Bachelor's (Hons) or equivalent degree in Computer Engineering/ Telecom engineering / Software Engineering/ Computer Sciences / Information Technology/ Space Sciences / or MS in Computer Network and Security from a HEC recognized university.</p> <ul style="list-style-type: none"> • Higher degree in the respective field or certification in CCNA or MCTIP would be a plus <p>Experience</p> <ul style="list-style-type: none"> • The incumbent should possess at least four (04) years' specific experience after qualification in similar services in planning, designing, building, implementing, operation and maintenance of information system in a Government or Semi Government or National or International organizations. • Knowledge of OS patches, upgrades, administrative tools, upgrade and configure operating system. • Should have experience as a System/Network management, Windows / Unix based server platforms, switches, routers, wireless, firewalls, load balancers, and other network-related appliances; CISCO, Juniper etc • Familiarity with DB installations (MS SQL, Web Server). Data backup, ability to grasp new skills quickly. • Have basic knowledge of development |

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| | | | <p>and management of the core information technology infrastructure, GIS and optimization of key processes.</p> <ul style="list-style-type: none"> • Government officers/officials can apply through proper channel. Salary and incentive allowances for the post will be admissible equivalent to BS-16 as per Government's policies prevailing at time |
| 13. | <p>Graphic Designer (Maximum Age Limit: 35 years)</p> | <ul style="list-style-type: none"> • Develop the overall layout and production design for advertisements, brochures etc. • Develop graphics for product illustrations. • Think creatively to produce new ideas and concepts and develop interactive designs that suit the project's purpose. • Select colors, images, text style, and layout of multimedia presentations. • Incorporate the recommended changes into the final design of awareness brochures, newsletters, pamphlets, handouts. • Proofread to produce accurate and high-quality work. • Review designs for errors before printing or publishing them | <p>Qualifications</p> <ul style="list-style-type: none"> • The incumbent should possess 16 years of education with Bachelor (Hons.) or equivalent degree in Multimedia Arts or diploma in related fields. <p>Experience</p> <ul style="list-style-type: none"> • The incumbent should possess at least three (03) year overall experience in similar field • Skills including Illustrator, Photoshop, knowledge of 3D, animation and flash should be preferred • Must have strong communication & presentation skills. • Government officers/officials can apply through proper channel. Salary / additional charge / allowances will be admissible as per rules notified by the Finance Department / Government's policies prevailing at time |
| 14. | <p>Admin & Accounts Assistant (Maximum Age</p> | <ul style="list-style-type: none"> • Capable of handling financial matters of mega project constructed under World Bank conditions • Maintain books of accounts as per Government's financial and Project for Improvement of Financial Reporting and Auditing (PIFRA) Rules. • Should be aware of International Accounting | <p>Qualifications</p> <ul style="list-style-type: none"> • The incumbent should possess 16 years of education with Bachelor (Hons) or equivalent degree in Commerce / Business Administration/Finance or related fields. |

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| | Limit: 35 Years) | <p>Standards of Budget & Accounts.</p> <ul style="list-style-type: none"> • Must be proficient in operating Microsoft Office package. • To assist in management of administrative matters | <p>Experience</p> <ul style="list-style-type: none"> • Must have minimum two (02) years post qualification experience of preparing / maintaining of accounts in private / government / semi government organization • Should be well aware of Accounting Standards of Budget and Accounts. Also have experience of handling Departmental Accounts procedure & AG office procedures • Have strong knowledge of accounts related software e.g. Peach Tree Accounting Software • Government officers/officials can apply through proper channel. Salary / additional charge / allowances will be admissible as per rules notified by the Finance Department / Government's policies prevailing at time |
| 15. | <p>Auto CAD Operator</p> <p>(Maximum Age Limit: 45 years)</p> | <ul style="list-style-type: none"> • Draw maps, diagrams and plans for project activities using CAD software. • Provide Diagrams for disclosure and illustration of environmental and other information regarding activities of the DLLs of the project • Assist in review data from engineers, peers and technicians to ensure that they conform design plans. • Maintain a database of project related plans. • Prepare supporting documentation that includes product materials and dimensions • Distribute project plan and technical diagrams to internal departments and external contractors | <p>Qualifications</p> <ul style="list-style-type: none"> • The incumbent should possess F.Sc (Pre-Engineering) / DAE with certification in AutoCAD from any reputable institution.\ <p>Experience</p> <ul style="list-style-type: none"> • The incumbent should have at least 5 years of relevant experience. • Proficient in AutoCAD creating 2D and 3D Drawings. • Must be able to read and draw plans, elevations, details, sections, etc. in architectural drawings with ease. |

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| | | | <ul style="list-style-type: none"> • Excellent communication skills, ability to work well in a collaborative environment. • Government officers/officials can apply through proper channel. Salary / additional charge / allowances will be admissible as per rules notified by the Finance Department / Government's policies prevailing at time |
| 16. | <p>Document Controller</p> <p>(Maximum Age Limit: 45 years)</p> | <ul style="list-style-type: none"> • Should maintain archive of technical documents like blueprints project plans and reports. • Coordinate with relevant departments for documents and other relevant material regarding project. • Should ensure that accurate information and document is available throughout project life on time, to the people who need it. • Sort and store electronic and hard copy documents. • Performs miscellaneous job-related duties as assigned. | <p>Qualification:</p> <ul style="list-style-type: none"> • The incumbent should possess 16 years of education with Bachelor (Hons) or equivalent degree in Economics / Statistics / Computer Sciences / Library Sciences or related fields. <p>Experience</p> <ul style="list-style-type: none"> • Should have minimum five (05) year experience (including 02 years in Public Sector) in maintenance of records / emails /documents • Good knowledge of documentation and data archiving. • Should be able to work independently as well as in team. • Should have a good knowledge of the usage of computer / web surfing/ IT tools and (MS Word, Excel, Project etc. are desired • Government officers/officials can apply through proper channel. Salary / additional charge / allowances will be admissible as per rules notified by the Finance Department / Government's policies prevailing at time |

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| 17. | Office Assistant / Store In-charge (Maximum Age Limit: 50 years) | <ul style="list-style-type: none"> • Overseeing clerical tasks, such as sorting and sending mails • Keeping an inventory of office supplies and ordering new materials as needed • Minting record of all assets in asset books • Maintaining files. • Welcoming visitors to the office • Answering phone calls. • Taking and delivering messages. • Ensuring the office runs smoothly. • Scheduling meetings and sending meeting invites to attendees. | Qualifications <ul style="list-style-type: none"> • Intermediate or equivalent from a recognized institute. Experience <ul style="list-style-type: none"> • The incumbent should have at least ten (10) years of relevant experience. • Knowledge of MS Office package. • Government officers/officials can apply through proper channel. Salary / additional charge / allowances will be admissible as per rules notified by the Finance Department / Government's policies prevailing at time |
| 18. | Data Processing Assistant (Maximum age limit: 40 years) | <ul style="list-style-type: none"> • Deals with all the typing works of the office. • Proficient in making financial spread graphs, charts, presentations etc. • Manage the file records office. | Qualifications <ul style="list-style-type: none"> • Intermediate or equivalent degree from a recognized institute. Experience <ul style="list-style-type: none"> • The incumbent should have at least five (05) years of relevant experience. • Command in MS Office package. • Government officers/officials can apply through proper channel. Salary / additional charge / allowances will be admissible as per rules notified by the Finance Department / Government's policies prevailing at time |
| 19. | Office Boy (Maximum age limit: 30 years) | <ul style="list-style-type: none"> • As per government's rules | Qualifications <ul style="list-style-type: none"> • Middle Experience |

| Sr. No. | Post | Job Description in brief | Proposed criterion for recruitment |
|---------|--|---|---|
| | | | <ul style="list-style-type: none"> • Should have experience of different office environment |
| 20. | Dispatch Rider (Maximum age limit: 40 years) | <ul style="list-style-type: none"> • As per government's rules | <ul style="list-style-type: none"> • Matric (2nd division from a recognized board) • Valid motorcycle driving license |
| 21. | Security Guard (Maximum Age limit: 45) | <ul style="list-style-type: none"> • As per government's rules | <ul style="list-style-type: none"> • Middle with sound health / physic • Ex-service men will be preferred |
| 22. | Sweeper (Maximum Age limit: 40) | <ul style="list-style-type: none"> • As per government's rules | <ul style="list-style-type: none"> • Literate |