

**PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF THE PUNJAB**

**Vacancies Announcement**

Applications are invited for filling up the following Positions on contract basis in the **“Capacity Building Project of P&D Department for Improved Policy Planning and Monitoring of Development Process in Punjab (Phase-II)”** P&D Department, Govt. of the Punjab. Both male and female candidates are eligible to apply.

Sr. No.	Name of Post	No. of Post	Qualifications	Age limit
1.	Communication Assistant	01	Master in Mass Communication or Economics. Minimum 1-3 years' experience in the relevant field	Upto 30 years
2.	IPT Engineer	02	Bachelor of Computer Science. Minimum 03 years' experience in the relevant field	Upto 40 years
3.	Support Coordinator	10	Master in Social Science/Public Policy/Public Administration/MBA from recognized University. Written/Communication skills. Proficiency in MS Office. One year working experience in administrative or office related government department or private sector.	Upto 35 years
4.	Data Entry Operator	10	Intermediate or equivalent qualification from a recognized board. Speed of 30 words per minute on computer. Diploma in Computer Applications MS Office, 2010, In-Page, Internet Browsing etc. Maximum 3 years working experience preferably in government department.	Upto 30 years
5.	Driver	02	Middle pass / LTV Driving Lenience. LTV driving experience of 5 years.	Upto 35 years
6.	Security Guard	02	Middle with sound health/physique. Ex-Serviceman shall be preferred. 3 years experience of working as Security Guard.	Upto 45 years
7.	Office Boy	10	Middle.	Upto 30 years

- The complete applications addressed to the undersigned alongwith attested copies of CNIC/Domicile Certificate/Educational Certificates/Degrees/Experience Certificates should reach in the office of undersigned latest by **06.02.2018** during office hours.
- Incomplete applications and those received after the last date shall not be entertained.
- Government employees may apply through proper channel.
- Only short listed candidates shall be invited for interview who shall bring their original documents at the time of interview. No TA/DA shall be allowed to those called for test/interview.
- The contract period shall be initially for one year. The contract is likely to be extended with the approval of competent authority, subject to satisfactory performance.
- The department has right to increase or decrease the No. of posts without any notice.
- Upper age limit of the candidates shall be considered on the last date of receipt of applications. Age relaxation of up to 5 years as per Punjab Govt. Policy has been included in the above age limits and no relaxation will be given thereafter.
- Detailed job description of the posts is available at [www.pndpunjab.gov.pk](http://www.pndpunjab.gov.pk).

**SECRETARY**

Government of the Punjab  
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