



**GOVERNMENT OF THE PUNJAB  
INDUSTRIES, COMMERCE & INVESTMENT  
DEPARTMENT**

**CAREER OPPORTUNITIES**

Applications are invited from eligible candidates for the following positions, on contract basis for Strategic Policy Unit (SPU), Industries, Commerce & Investment Department Including Public Private Partnership (PPP NODE), (Development Scheme / Project)

<b>1.</b>	<b><u>Economic &amp; Policy Analyst (01 Post)</u></b>	
	<b>Qualification &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Master Degree in Economics from HEC recognized university or equivalent with 10 years research related experience in reputed public or private organizations OR</li> <li>• M.Phil / PhD Degree in Economics from HEC recognized university with 08 year for M.Phil and 05 year for PhD research experience in reputed public or reputable private organization</li> </ul>
	<b>Salary Per month:</b>	Rs.200,000/- lump sum per month
	<b>Min-Max Age:</b>	30-45 years
<b>2.</b>	<b><u>Financial Specialist (01 Post)</u></b>	
	<b>Qualification &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Qualification ACCA, ACMA, CA or Master Administration (Finance)/M.Com or equivalent.</li> <li>• 08 years of Financial Management experience, financial consulting, advising, auditing and reporting</li> </ul>
	<b>Salary Per month:</b>	Rs.170,000/- lump sum per month
	<b>Min-Max Age:</b>	30-45 years
<b>3.</b>	<b><u>Communication Specialist (01 Post)</u></b>	
	<b>Qualification &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Bachelors (04 years) or Master degree in Mass Communication, Public Relations, Journalism, Marketing, Development Economics, English or related field</li> <li>• 08 years of experience in the field of development sector</li> <li>• Experience in developing communication strategies and communication material for development programs</li> <li>• Excellent Urdu and English Writing skills</li> </ul>
	<b>Salary Per month:</b>	Rs.170,000/- lump sum per month
	<b>Min-Max Age:</b>	30-45 years
<b>4.</b>	<b><u>Assistant Director (Account) (01 Post)</u></b>	
	<b>Qualification &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• M.B.A or M.Com or M.Sc Financial Management with 5 year working experience of managing Accounts, Budget and Audit preferably in Public Sector.</li> <li style="text-align: center;">OR</li> <li>• B.B.A or B.Com with 8 year working experience of managing Accounts, Budget and Audit preferably in Public Sector</li> </ul>
	<b>Salary Per month:</b>	Rs.120,000/- lump sum per month
	<b>Min-Max Age:</b>	30-45 years
<b>5.</b>	<b><u>Assistant Director (Admin/HR) (01 No.)</u></b>	
	<b>Qualification &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• M.B.A or M.Com with 5 years working experience of administration, HR, office management and coordination preferably in Public Sector.</li> <li style="text-align: center;">OR</li> <li>• B.B.A or B.Com with 8 years working experience of administration,</li> </ul>

		office management and coordination preferably in Public Sector.
	<b>Salary Per month:</b>	Rs.120,000/- lump sum per month
	<b>Min-Max Age:</b>	30-45 years
<b>6.</b>	<b><u>Manager Coordination (01 Post)</u></b>	
	<b>Qualification &amp; Experience:</b>	<ul style="list-style-type: none"> <li>MBA or MPA from any recognized university with 3 years experience in project coordination in reputed public or private institutions</li> </ul>
	<b>Salary Per month:</b>	Rs.120,000/- lump sum per month
	<b>Min-Max Age:</b>	23-35 years
<b>7.</b>	<b><u>Network Administrator (01 Post)</u></b>	
	<b>Qualification &amp; Experience:</b>	<ul style="list-style-type: none"> <li>M.Sc. Computer Science / I.T or BCS (4 year degree) from HEC recognized university or equivalent.</li> <li>At least 3 years working experience of Network Administrator in reputable private or public sector organization.</li> </ul>
	<b>Salary Per month:</b>	Rs.100,000/- lump sum per month
	<b>Min-Max Age:</b>	23-35 years
<b>8.</b>	<b><u>Research Officers (03 Posts)</u></b> (1.Economic Development 2. CPEC Studies 3. Industrial Growth)	
	<b>Qualification &amp; Experience:</b>	<ul style="list-style-type: none"> <li>Masters Degree in Economics or Development Economics or Environmental Studies (for Industrial Growth only) from HEC recognized university or equivalent with 2 years research experience in related field.</li> </ul>
	<b>Salary Per month:</b>	Rs.90,000/- lump sum per month
	<b>Min-Max Age:</b>	23-35 years
<b>9.</b>	<b><u>Project Assistant (01 Post)</u></b>	
	<b>Qualification &amp; Experience:</b>	<ul style="list-style-type: none"> <li>Graduate or equivalent qualification from a recognized university</li> <li>2 years experience in Microsoft Office and complete knowledge about web browsing, e-mail and e-file management.</li> <li>Preference will be given to diploma holder in office applications.</li> </ul>
	<b>Salary Per month:</b>	Rs.35,000/- lump sum per month
	<b>Min-Max Age:</b>	20-35 years
<b>10.</b>	<b><u>Office Secretary (01 Post)</u></b>	
	<b>Qualification &amp; Experience:</b>	<ul style="list-style-type: none"> <li>Graduate or equivalent qualification from a recognized university</li> <li>02 years experience Preference will be given for having knowledge about web browsing, email and e-file etc.</li> </ul>
	<b>Salary Per month:</b>	Rs.30,000/- lump sum per month
	<b>Min-Max Age:</b>	20-35 years
<b>11.</b>	<b><u>Driver (01 Post)</u></b>	
	<b>Qualification &amp; Experience:</b>	<ul style="list-style-type: none"> <li>Matric and having LTV driver's license and good knowledge of vehicle maintenance with 05 year driving experience</li> </ul>
	<b>Salary Per month:</b>	Rs.20,000/- lump sum per month
	<b>Min-Max Age:</b>	20-35 years
<b>12.</b>	<b><u>Dispatch Rider (01 Post)</u></b>	
	<b>Qualification &amp; Experience:</b>	<ul style="list-style-type: none"> <li>Matric and holder of driving license of motorcycle / scooter.</li> <li>Preference will be given to those candidates who have some office experience.</li> </ul>
	<b>Salary Per month:</b>	Rs.20,000/- lump sum per month
	<b>Min-Max Age:</b>	20-35 years

<b>13.</b>	<b><u>Office Boy (02 Posts)</u></b>	
	<b>Qualification &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Literate</li> <li>• Education will be an advantage</li> </ul>
	<b>Salary Per month:</b>	Rs.18,000/- lump sum per month
	<b>Min-Max Age:</b>	18-30 years
<b>14.</b>	<b><u>Sweeper (02 Post)</u></b>	
	<b>Qualification &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Literate</li> </ul>
	<b>Salary Per month:</b>	Rs.18,000/- lump sum per month
	<b>Min-Max Age:</b>	18-30 years
<b>15.</b>	<b><u>Chowkidar (2 Nos.)</u></b>	
	<b>Qualification &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Literate</li> </ul>
	<b>Salary Per month:</b>	Rs.18,000/- lump sum per month
	<b>Min-Max Age:</b>	18-30 years

### **General Terms and Conditions of Appointment**

- All the posts are on contract basis initially for a period of two (2) years, which may be extendable till end of project subject to satisfactory performance of the individual(s) by the competent authority under Rules Policy in-vogue.
- All appointments may be made under Contract Appointment Policy, 2004, amended from time to time.
- The persons who are already in Government Service including contract employees should apply through proper channel.
- Interested Candidates may send their applications along with C.V, latest photograph and attested copies of testimonials to the undersigned up-till Tuesday, November 14, 2017 on the address given below.
- Candidate should clearly mention the title of the position applied for on the application / envelope.
- Only short listed applicants will be considered for selection process / interview.
- Incomplete applications will not be entertained.
- The department reserves the right to reject any application without assigning any reason.
- Reserved quota criteria will be followed as per rules / policies of Government of the Punjab.
- No TA/DA will be admissible at the time of interview/joining.

**Director Strategic Policy Unit (SPU)**  
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