



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

CAREER OPPORTUNITY

Applications are invited from eligible candidates for appointment against the following positions in the Industrial Transformation Unit (ITU), a development project of the Industries, Commerce & Investment Department, Government of the Punjab.

Sr. No.	Name Of Post	Qualification / Eligibility Criteria
1.	Director ITU (01) PPS-11 Age Limit: 41-55	• Master's degree in Business Administration, Finance, Economics, BSc in Industrial Engineering, or Equivalent from an HEC-recognized institution; additional qualification in Public Policy shall be an advantage. • Minimum 20 years of post-qualification progressively responsible professional experience, including senior-level assignments in the public sector, government development projects, or large-scale institutional initiatives. • Proven track record of leading and delivering project(s) within the government sector is required. • Experience in managing or supervising consultancy-driven assignments and transaction management or structuring within comparable government bodies will be considered an added advantage.
2.	Industrial Policy & Strategic Planning Specialist (01) PPS-10 Age Limit: 31-45	• Master's degree in Economics, Business Economics, Public Policy, BSc in Industrial Engineering, or Equivalent from an HEC-recognized institution. • Minimum 10 years of post-qualification experience in policy analysis, research, or advisory roles within reputable public or private sector institutions. • Demonstrated experience in managing or reviewing consultancy assignments and delivering policy outputs within government or comparable institutional settings will be considered an advantage.
3.	Senior Research Analyst (04) PPS-8 Age Limit: 28-45	• Master's degree in Economics, Business Administration, Public Policy, BSc in Industrial Engineering, or Equivalent from an HEC-recognized institution. • Minimum 7 years of post-qualification experience in research, policy analysis or related analytical work. • Experience in supporting consultancy management or working within government development projects will be considered an advantage.
4.	Admin & Accounts Officer (01) PPS-8 Age Limit: 28-45	• CA/ACCA/ACMA or Master's degree in Finance, Accounting, Business Administration, or Equivalent from an HEC-recognized institution. • At least 7 years of post-qualification experience in accounts management, budgeting, auditing or financial administration, with proven ability to oversee financial operations, ensure compliance with government accounting rules, and provide strategic insights for effective resource management.

5.	Project Coordinator (01) PPS-6 Age Limit: 24-45	• Bachelor's degree in Business Administration, Computer Sciences or IT, or Equivalent from an HEC-recognized institution. • 5 years of experience in office coordination or administration, preferably with prior experience in project-based or government programs. • Demonstrated ability to manage daily operations, maintain accurate records, and provide reliable administrative support to ensure the smooth functioning of the Unit.
6.	Record Keeper (01) PPS-3 Age Limit: 18-45	• Matric; well-versed in record management or office administration.

General terms and Conditions of Appointment

- Applicants possessing the requisite qualification and experience are encouraged to apply online through the **Punjab Jobs Portal** (www.jobs.punjab.gov.pk) by **31-08-2026**.
- In case of any difficulty in submitting online application through the Punjab Job Portal, applicants may contact the Punjab Job Portal Support via email at jobsonlinesupport@punjab.gov.pk or through its helpline at +92-42-35880062 (Ext. 1222). The Industries, Commerce & Investment Department shall not be responsible for any technical issues encountered by applicants while submitting their online applications.
- In addition to submitting the online application, applicants are required to send a **hard copy** of the application, along with attested copies of all relevant documents, including educational certificates and degrees (Matric onwards), transcripts, experience certificates, professional certifications, curriculum vitae (CV), CNIC, and any other supporting documents, to the Secretary, Industries, Commerce & Investment Department, 6th Floor, Old P&D Building, Prof. Ashfaq Ali Khan Road (2-Bank Road), Lahore, on or before the closing date **i.e. 31-08-2026**. Applications submitted by hand shall not be accepted.
- Failure to submit the required hard copies of the application and supporting documents by the closing date shall render the applicant ineligible for consideration.
- The persons who are already in Government Service including contract employees should apply through proper channel. Salary / allowance will be paid to them as per prevailing government policy, if selected.
- Candidates should clearly mention the title of the position applied for on the application and envelope.
- Only short-listed applicant will be considered for the selection process / interview.
- Incomplete applications will not be entertained.
- The Department reserves the right to reject any application without assigning any reason.
- No TA/DA will be admissible for appearing in interview.

THE SECRETARY
INDUSTRIES, COMMERCE & INVESTMENT DEPARTMENT
6TH FLOOR, OLD P&D BUILDING, PROF. ASHFAQ ALI KHAN ROAD (2-BANK ROAD),
LAHORE