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## Planning & Development Board, Punjab Reform Management Program Jobs | Program Management Unit Govt of Punjab Jobs

### Description

Punjab Reform Management Program Invites applications from Pakistani Nationals for the following Positions.

### Responsibilities

- Assistant Accounts Officer
- Junior Office Secretary
- Diary & Dispatch Clerk
- Dak Runner

### Qualifications

The aforesaid Job announcement is published in the newspaper. Last date to submit the applications is **January 04, 2022**. For more details about the vacancies, Please see below Job Advertisement for job descriptions, job requirements (e.g. experience, qualification, and age limit), and other perks and privileges' offered by the department.

### Contacts

### Hiring organization

Planning & Development Board

### Employment Type

Full-time

### Industry

Government of Punjab

### Job Location

Behind NIPA, Lahore, Punjab, Pakistan

### Date posted

December 17, 2021

### Valid through

04.01.2022



گورنمنٹ آف پنجاب کی ویب سائٹ پر اپنی اپنی اور اپنے پیاروں کی زندگیوں کو محفوظ رکھیں

GOVERNMENT OF THE PUNJAB  
PLANNING & DEVELOPMENT DEPARTMENT  
PUNJAB REFORMS MANAGEMENT PROGRAM  
PROGRAM MANAGEMENT UNIT  
Phone: 042-99200508

GOVERNMENT OF THE PUNJAB  
PLANNING & DEVELOPMENT BOARD  
PUNJAB REFORM MANAGEMENT PROGRAM  
PROGRAM MANAGEMENT UNIT

**POSITIONS AVAILABLE**

Punjab Reform Management Program, is working under the administrative control of Planning & Development Board Government of Punjab. The posts mentioned below are lying vacant in Program Management Unit (PMU), PRMP which are required to be filled in immediately, purely on contract basis. Suitable candidates, both from private and public sectors are encouraged to apply for these posts. Qualifications and Experience required for these posts are mentioned below;

Sr. No.	Position	Qualifications/ Experience/ Age	No. of Posts
01	Assistant Accounts Officer	<b>Qualification:</b> M.Com/Master degree in Finance <b>Experience:</b> i. At least five years of experience of Government Accounting. ii. Experience of accounting in any foreign aided project will be preferred. <b>Maximum age: 40 Years</b>	01
02	Junior Office Secretary	<b>Qualification:</b> Graduation from a recognized university. Excellent computer proficiency. <b>Experience:</b> i. At least three years of experience of office management in Public Sector or a reputed organization. ii. Shorthand and good typing speed will be preferred. <b>Maximum Age:- 35 Years</b>	02
03	Diary & Dispatch Clerk	<b>Qualification:</b> Graduation from a recognized university. Excellent computer proficiency. <b>Experience:</b> i. At least three years of experience of office management in Public Sector or a reputed organization. ii. Shorthand and good typing speed will be preferred. <b>Maximum Age:- 35 Years</b>	01
04	Dak Runner	<b>Qualification:</b> Matriculation <b>Experience:</b> i. Minimum three years of in a reputed organization both in Public and Private Sector. <b>Maximum age: 35 Years</b>	01

- All candidates must apply along with updated CV, latest photograph, copy of CNIC and photocopies of all educational degrees along with detail mark sheets (DMCs) duly attested is mandatory and, complete applications in all aspect. The applicants should clearly mention years of experience and qualification at the top of the CV.
- All applicants are directed to apply online at [www.jobs.punjab.gov.pk](http://www.jobs.punjab.gov.pk) as well as a **hard copy of the application should be submitted though dak at the address given blow..**
- Government employees are required to submit N.O.C from their present employer with their application.
- Incomplete applications or applications received after due date will not be considered. Only short-listed candidates will be invited for interview and no TA/DA will be paid in this regard.
- The service of those selected applications will be terminated whose degree(s)/educational certificates are found bogus.
- The government servant should send their applications through proper channel. Market based remuneration package shall be offered to the selected private candidates. The candidates who will be selected from public sector shall be paid according to Finance Department's notification.
- Applications should reach at the following address by **04<sup>th</sup> January, 2022 (Tuesday)** during office hours.

**PROGRAM DIRECTOR,**  
Program Management Unit (PMU),  
Punjab Reform Management Program (PRMP),  
184-A, Upper Mall Scheme, Behind NIPA, Lahore.  
Ph# 042-99200508/35755415, Fax# 042-99204194  
[www.prmp.punjab.gov.pk](http://www.prmp.punjab.gov.pk)

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