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Punjab Cattle Market Management and Development Company (PCMMDC) Jobs | Lahore Cattle Division

Description

Punjab Cattle Market Management and Development Company (PCMMDC) invites applications from Pakistani Nationals for the following positions.

Vacant Positions

1. Divisional Financial Controller (DFC)
2. Internal Auditor
3. Manager Human Resource / Administration
4. Accounts
5. Assistant HR
6. Assistant IT
7. Executive Secretary
8. Stenographer
9. Dak Runner
10. Driver
11. Janitorial Staff

Hiring organization

Punjab Cattle Market Management and Development Company (PCMMDC) Jobs

Employment Type

Full-time

Industry

Punjab Government

Job Location

PCMMDC, 54000, Lahore, Punjab, Pakistan

Date posted

October 29, 2021

Valid through

21.11.2021

[Government of The Punjab, Finance Department Jobs](#)

[Faisalabad Institute of Cardiology Jobs](#)

Qualifications

The aforesaid Job announcement is published in **Express Newspaper**. Last date to submit the applications is **November 15, 2021**. 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.

[A Federal Government Organization Jobs](#)

[Punjab Public Service Commission \(PPSC\), Lahore Jobs](#)

Contacts

کورونا سے بچاؤ کی دیکھیں گلوں میں اپنی اور اپنے جیادوں کی زندگیوں کو محفوظ بنائیں



PUNJAB CATTLE MARKET MANAGEMENT AND DEVELOPMENT COMPANY (PCMMDC)
(FORMERLY LAHORE DIVISION CATTLE MARKET MANAGEMENT COMPANY)

Career Opportunity

Punjab Cattle Market Management & Development Company (PCMMDC) formerly Lahore Division Cattle Market Management Company is a public sector company incorporated u/s 42 of Companies Act 2017, invites application for its Lahore Division from eligible candidates having Punjab domicile, on the following vacant positions.

Sr. #	Position	No.	Qualification & Experience / Other Requirement	Age Limit (Years)
01	Divisional Financial Controller (DFC)	01	<ul style="list-style-type: none"> Chartered Accountant with minimum 07 years post qualification relevant experience; or Cost & Management Accountant having at least 10 years post qualification relevant experience; or Master degree in finance At least 10 years post qualification relevant experience Other Requirement(s): Member of a recognized body of professional accountants	Up to 45 Years
02	Internal Auditor	01	<ul style="list-style-type: none"> Chartered Accountant having 5 years overall of relevant audit experience; or Cost & Management Accountant having 10 years relevant experience; or Master degree in finance with 10 years relevant experience Other Requirement(s): <ul style="list-style-type: none"> Member of a recognized body of professional accountants; or Certified internal auditor; or Certified fraud examiner 	Up to 45 Years
03	Manager Human Resource / Administration	01	Master degree in Human Resource Management; or Master degree in Public Administration with 5 years relevant experience	Up to 45 Years
04	Accountants	02	Bachelor's Degree in accounting or finance with at least 3 years relevant experience	Up to 30 Years
05	Assistant HR	01	Bachelor degree with HR / Public Administration diploma or certification in Human Resource having 3 years relevant experience	Up to 30 Years
06	Assistant IT	01	Bachelor degree in IT with 3 years relevant experience	Up to 30 Years
07	Executive Secretary	01	MBA / MPA degree with 5 years' experience	Up to 35 Years
08	Stenographer	01	i) Higher Secondary School Certificate (first division) from a recognized Board; ii) A speed of seventy words per minute in Shorthand in English and thirty-five words per minute in typing on typewriter or on computer; and iii) Three months' Office Automation Certificate from recognized institute in computer operations covering MS Word, MS Excel, MS Power Point, usage of internet and e-mail. Syllabus for written Examination / Test: English shorthand test will be held at the speed of seventy words per minute and English typing test will be held at the speed of thirty-five words per minute on computer. For ascertaining computer knowledge, a MCQ test will be conducted pertaining to MS Word, MS Excel, MS Power point after passing shorthand type test.	Up to 30 Years
09	Dak Runner	01	Matriculation with min 2 years relevant work experience	Up to 30 Years
10	Driver	01	Matriculation with min 2 years relevant work experience and having valid Heavy Motor Vehicle (HMV) license	Up to 30 Years
11	Janitorial Staff for Lahore: 04 Sheikhupura: 02	06	Literate with 2 years relevant work experience	Up to 30 Years

- Pay Package:** Market-based salary and benefits in accordance with HR Manual of Company.
- Tenure:** On Contract basis for a period of three (03) years (Extendable).
- Application Submission:** Application with HEC verified degree(s) & CV accompanied by duly attested copies of all relevant and required documents, two passport size photographs. The applicants from are required to apply through Punjab Job Portal www.jobs.punjab.gov.pk along with a hard copy of the online application to be submitted on or before November 15th, 2021 at the below mentioned address.
- Incomplete applications and applications received after the closing date shall not be considered.
- No age relaxation shall be allowed. The candidates working as a Government or Public sector companies employees shall apply through proper channel.
- PCMMDC-Lahore Division reserves the right to reject any or all applications prior to acceptance at any time without assigning the reason thereof.
- Candidates shall be shortlisted after screening and written test conducted by NTS (for sr. # 1 – 10 only). Only shortlisted candidates shall be called for an interview.
- No TA/DA will be admissible for test or interview.
- PCMMDC Lahore Division provides equal opportunity and believes merit-based selection.

CHIEF OPERATING OFFICER

Punjab Cattle Market Management and Development Company (PCMMDC),
(Formerly Lahore Division Cattle Market Management Company)

Registered Office: 19 Ahmed Block, New Garden Town, Lahore.

Tel:042-99230872-73 Fax:042-35940043

URL: www.pcmmdc.punjab.gov.pk

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