



<https://jobs.baaghitr.com/job/punjab-reform-management-program-jobs/>

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

Description

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

Responsibilities

- For Vacancies Details, please see below job advertisement.

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

Punjab Reform Management Program

Employment Type

Full-time

Industry

Government of Punjab

Job Location

Upper Mall, Lahore, Punjab, Pakistan

Date posted

December 17, 2021

Valid through

04.01.2022

کو روٹا سے بچاؤ کی دیکھیں گوارائیں اپنی اور اپنے پیاروں کی زندگیوں کو محفوظ رکھیں



**GOVERNMENT OF THE PUNJAB
PLANNING & DEVELOPMENT BOARD
PUNJAB REFORM MANAGEMENT PROGRAM
PROGRAM MANAGEMENT UNIT
Phone: 042-99200508**

POSITIONS AVAILABLE

Punjab Reform Management Program, is working under the administrative control of Planning & Development Board Government of Punjab. The jobs 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 jobs. Qualifications and experience required for these jobs are mentioned below:

No. No.	Position	Qualification/Experience/Age	No. of Posts
01	Assistant Accounts Officer	Qualification: M.Com/Master degree in Finance Experience: i. At least five years of experience of Government Accounting. ii. Experience of accounting in any foreign aided project will be preferred. Maximum age: 40 Years	01
02	Junior Office Secretary	Qualification: Graduation from a recognized university. Excellent computer proficiency. Experience: 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. Maximum Age: 35 Years	02
03	Typist & Dispatch Clerk	Qualification: Graduation from a recognized university. Excellent computer proficiency. Experience: 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. Maximum Age: 35 Years	02
04	Dot Printer	Qualification: Matriculation Experience: i. Minimum three years of in a reputed organization both in Public and Private Sector. Maximum age: 35 Years	02

- All candidates must apply along with updated CV, latest photograph, copy of DMC and photocopies of all educational degrees along with detail mark sheets (DMC) 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 as well as a hard copy of the application should be submitted through date at the address given below.
- 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 shortlisted candidates will be invited for interview and no TADA will be paid in this regard.
- The tenure of those selected applications will be terminated whose degrees/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 04P January, 2021 (Tuesday) during office hours.

(IPL-12972-L)

**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**

