

NO.F.1-25/2020.A-I
Ministry of Human Rights
Directorate General of Special Education

ADVERTISEMENT

SITUATION VACANT

Applications are invited from suitable candidates for appointment to the following posts of PSDP funded Pilot Projects "Establishment of Project Planning and Monitoring Unit (PMU), Directorate General of Special Education, Islamabad", purely on contract basis on lump sum pay on merit basis.

S.No	Name of post	No.of posts	Age Limit	Quota	Salary Package	Qualification & Experience
1.	Project Planning and Appraisal Specialist / Deputy Director (PPS-8 equivalent to BPS-18).	01	25-35 years	Punjab	Rs.125,000/-	<ul style="list-style-type: none"> i. 2nd class or Grade "C" Master's Degree in Project Management/Administration / Sociology/ Social Work/ Development Studies/ Gender Studies/ Special Education or Equivalent Qualification From a University recognized by HEC ii. Five years post qualification experience in the field of project planning, project management, research, project appraisal, monitoring and evaluation in Govt./ Semi Govt./Autonomous Bodies/ NOGs/ INGOs iii. Knowledge of Govt. Rules and Regulation iv. Computer Skill in MS Office (Power Point, Word and Excel)
2.	Financial Management Specialist (PPS-7 equivalent to BPS-17)	01	25-35 years	Punjab	Rs.90,000/-	<ul style="list-style-type: none"> i. 2nd class or Grade "C" Master's Degree in Finance/ Accounting/ MBA (Finance)/ Commerce/ CA/ ACCA/ ACMA or equivalent qualification from a University recognized by HEC ii. Three years post qualification experience in public financial management (preferable on PIFRA & SAP), Accounting/ Budgeting/ Financial Auditing etc in Govt. or Semi Govt. Organization etc iii. Proficient in financial Rules and Regulation of Government of Pakistan iv. Computer Skill in MS Office (Power Point, Word and Excel)
3.	Procurement Specialist (PPS-7 equivalent to BPS-17)	01	25-35 years	Punjab	Rs.90,000/-	<ul style="list-style-type: none"> i. 2nd class or Grade "C" Master's Degree in Finance/ BBA/MBA or equivalent qualification from a University recognized by HEC ii. Three years post qualification experience in consultancy services or as a procurement expert in any project or Government Department iii. Proficient in financial Rules and Regulations of Government of Pakistan iv. Knowledge of public sector procurement processes E-procurement, policies and PPRA Rules and Regulations v. Knowledge to maintenance of procurement records and vender database vi. Computer Skill in MS Office (Power Point, Word and Excel)
4.	Naib Qasid (PPS-1 equivalent to BPS-01)	01	18-25 years	Punjab	Rs.16,000/-	Middle Pass, Mentally and Physically Sound

Terms and Conditions

1. The Selection shall be made purely on merit and on contract basis observing provincial / regional quota for a period upto 30th June, 2022 extendable further on yearly basis till the completion of the project.
2. Application on the given prescribed format should reach the undersigned within 15 days of the publication of advertisement through post/courier. By hand application will not be entertained.
3. Only short listed/eligible candidates will be called for test/ interview. The candidates called for interview will have to bring their original documents along with one set of attested copies of testimonials /experience certificate.
4. Applicant working in Government, Semi Government organizations or autonomous bodies should apply through proper channel must bring departmental NOC at the time of Interview.
5. Separate application should be submitted for each post. Name of the post should be clearly mentioned in application as well as on the Envelop. Applications that are incomplete or received after due date will not be entertained.
6. The general age relaxation of 5 years and others in upper age limit would be granted as admissible under the rules.
7. No TA/DA shall be admissible for test/interview or for joining the post.
8. The competent authority reserves the right to accept or reject any or all the applications without assigning any reason and cancel recruitment of any post or whole.
9. Application form can be downloaded from website www.dgse.gov.pk

**Deputy Director (Admin),
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