

APPLICATION FORM

To

The Secretary,
Government of the Punjab,
Agriculture Department
21-Davis Road, Lahore.

1.	Project Name:	
2.	Post applied for:	
3.	Advertisement date:	
4.	Closing date:	
5.	Date of birth (Y-M-D):	
6.	Age (Y-M-D):	
7.	Name of applicant:	
8.	Father's/Husband's Name:	
9.	CNIC No (Attested copy to be attached):	
10.	Email Address:	
11.	Cell/Mobile No:	
12.	Postal Address:	
13.	Domicile (Attested copy to be attached):	
14.	Experience Certificate(s) (if any) (Attested copies to be attached):	
15.	Release order issued by the concerned Institute (In case of Ex-servicemen) (Attested copy to be attached):	
16.	Hafiz-e-Quran Certificate issued by authorized Institute/Madrissa (Attested copy to be attached):	
17.	Equivalency certificate issued by the HEC/authorized Institute (if required) (Attested copy to be attached):	
18.	Three Photographs (Attested copies to be attached) one on front side, two on back side:	

19.	C.V of the candidate :				(copy to be attached)		
20.	Qualifications:				(Attested copies to be attached)		
Sr. No	Name of the Certificate/Degree	Year of Passing	Total Marks	Mark Obtained	Division	Field of Study/Subject	
i.							
ii.							
iii.							
iv.							
v.							
vi.							
vii.							
viii.							
ix							
x.							

21. Any additional information:

I hereby certify that I have carefully read and filled all above mentioned columns and attached all attested documents.

Signature: _____

Name: _____

Date: _____



**GOVERNMENT OF THE PUNJAB
AGRICULTURE DEPARTMENT**

SITUATION VACANT

Applications are invited from eligible persons (Male & Female) **domiciled in Punjab** for the following posts for recruitment on contract basis under the development project "Privatization of Extension Services to Enhance the Service Delivery" (2021-22 – 2024-25):-

1. Procurement Specialist (PPS 09) (Rs. 306,250/- - Rs. 502,250/-, Annual Increment up to 8%)

Qualifications:

- MS in Value chain/Master in Economics or MSc Project Management (16 year).
- Experience in determining end-user requirements and procuring procedures to meet those needs;
- Key understanding of prevailing GoPb Procurement Legislations (PPRA 2014).
- Strong negotiation and contract management skills;
- Advanced proficiency in MS office-Outlook, Word, Excel and Power point.
- Strong financial and analytical skills;
- Strong communication and interpersonal skills and capable of working with senior officials; and
- Fluent written communication of English and Urdu.

Experience:

- A minimum of 10 years of relevant work experience in the government, academia, international agency or the private sector, working with procurement of complex IT solutions.
- Minimum 3 year experience in International Organization.

Age Limit: 50 Years.

2. ICT Specialist (PPS-09) (Rs. 306,250/- - Rs. 502,250/-, Annual Increment upto 8%).

Qualifications:

- Bachelor's degree in Computer Sciences /Computer Engineering/ Agriculture Engineering Information technology/ Information Systems, Software Development or related field.
- Hands on experience and familiarity with ICT-based innovative concepts for agriculture sector. Well versed with the various ICT based development model / approaches used in agriculture sector of Pakistan or abroad.

- Good working knowledge about application of ICTs for rural areas and development, commonly known as “ICT4D”.
- Vastly experienced in writing requirements and functional design specification documents.
- Knowledge of mobile applications and telecommunication related communication methods.
- Deep understanding and exposure to coding on various platforms including Microsoft, Oracle etc.
- Strong technical skills in databases and GIS applications
- Good communication skills and fluency in English and Urdu.

Experience:

A minimum of 10 years of relevant work experience in the public or private sector, working with multiple ICT projects.

Age Limit: 40 Years.

3. Financial Specialist (PPS-08) (Rs. 218,750/- - Rs. 358,750/- Annual Increment upto 8%).

Qualifications:

- Master’s Degree in Financial Services/ ACMA/ ACCA/M COM or equivalent in Accounting & Finance, or Commerce from a reputable & recognized local/international educational institute
- Development sector experience will be an added advantage
- Advanced proficiency in MS office-Outlook, Word, Excel and Power point.
- Strong financial and analytical skills;
- Strong communication and interpersonal skills and capable of working with senior officials.

Experience:

Minimum of (10) years of work experience in financial management in public sector organization preferably under a donor assisted project.

Age Limit: 55 Years.

4. Database Specialist (PPS-07) (Rs. 157,500/- - Rs. 258,500/- Annual Increment upto 8%).

Qualifications:

Must have at least 16 years of education in Computer Science/Information Technology or relevant from reputed foreign or local HEC recognized institute Experience in determining end-user requirements and procuring procedures to meet those needs;

Experience:

Must have 10 years of experience in development and administration of large-scale databases in a reputed organization.

Age Limit: 45 years

NOTE

1. Relaxation in upper age limit is not admissible.
2. In case of other relevant degrees/certificate, the equivalence certificate issued by the HEC/concerned Board will be provided by the candidate.
3. The contract appointments are temporary in nature, non-transferable, job/post specific, non-pensionable & conferring no right for regularization. The contract appointment will be upto **30.06.2025**.
4. In case the project period is reduced/enhanced, contract appointment order will be amended accordingly with approval of competent authority.
5. The recruitments will be made strictly on merit on all Punjab basis in accordance with the rules, selection criteria and other provisions of Recruitment Policy and Contract Appointment Policy, 2004.
6. The applications on prescribed form (which can be downloaded from www.agripunjab.gov.pk) may be addressed to the **Secretary Agriculture, Government of the Punjab, 21- Davis Road, Lahore** clearly indicating the project/post applied alongwith curriculum vitae (CV), three passport-size recent photographs and attested copies of all the relevant documents, CNIC/certificates/degrees, which include detailed marks certificates including CGPA, Hafiz-e-Quran Certificate, position in Board/University, issued by the authorized Institute/Madrissa, release orders for Ex-Service men, issued by the concerned authority/Institute and must reach by **10.10.2024**. Late and incomplete applications will not be considered and only eligible candidates will be called for test/interview. No TA/DA shall be paid.
7. The candidates can also apply at www.jobs.punjab.gov.pk. **However, hard copy of application form alongwith complete attested relevant documents is mandatory** to submit to this department.
8. List of eligible candidates shall be displayed on the Notice Board 03 days prior to the interview in addition to the interview call letters. In case of any query/clarification, the candidate may approach the Additional Secretary (Planning), Government of the Punjab, Agriculture Department, Lahore at least two days prior to interview date.
9. List of successful candidates shall be displayed on the Notice Board in addition to issuance of offer of appointment letters after approval of the recommendations of Departmental Selection/Recruitment Committee.
10. The competent authority has the right to increase or decrease the number of posts.
11. The selected candidates are not entitled for the benefit of any pay protection.
12. No post falls under the quota reserved for Women, Minorities & Disabled persons.

FAKHAR IQBAL
Section Officer (R&E), Government of the Punjab,
Agriculture Department, 21-Davis Road, Lahore
042-99200148