

Most Urgent

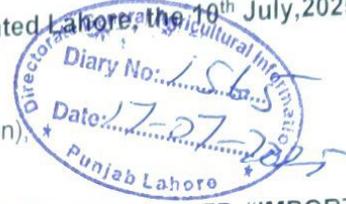


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NO. SO (P-III)6-2/2025-SSAC
GOVERNMENT OF THE PUNJAB
AGRICULTURE DEPARTMENT

Dated Lahore, the 16th July, 2025



To

The Director General Agriculture (Extension),
Punjab, Lahore.

Subject:

**RECRUITMENT OF STAFF UNDER THE PROJECT TITLED "IMPORT
SUBSTITUTION AND EXPORT ENHANCEMENT THROUGH
PROMOTION OF SESAME, SOYABEAN AND CANOLA"**

I am directed to refer to your office letter No. 6228/Dev: dated 15.04.2025 on the subject noted above and to state that according to the PC-I of the subject project one post of **Assistant Director/ Senior Agriculture officer (BS-18) + Rs. 100,000/-PM** as incentive/ allowance in addition to regular pay and one post **Agriculture Officer (BPS-17) + Rs. 60,000/-PM** as incentive/ allowance in addition to regular pay is required to be filled in by selection amongst officers working under Punjab Government in Agriculture Department, Extension Wing through competitive process. The job description, qualification/eligibility criteria for the above mentioned posts is **enclosed** alongwith format of 'application form' for further necessary action. The cutoff date for submission of applications is **30.07.2025**.

3. You are requested to circulate the said post among your subordinate offices of **Extension Wing** and forward the applications of the willing officers on top priority basis. The Director General of Agriculture (Information), Punjab, Lahore, may also be requested to upload advertisement notice and enclosed application form on the official website of this department.

SECTION OFFICER
(Plan-III/ R&E)

NO. & DATE EVEN

A copy is forwarded for information and necessary action to the:-

- i. Director General Agri.(Information), 21-Davis Road, Lahore.
- ii. Project Director, "Import Substitution and Export Enhancement through Promotion of Sesame, Soybean and Canola", 21-Davis Road, Lahore.

SECTION OFFICER
(Plan-III/ R&E)

RECRUITMENT OF STAFF UNDER THE PROJECT TITLED "IMPORT SUBSTITUTION AND EXPORT ENHANCEMENT THROUGH PROMOTION OF SESAME, SOYABEAN AND CANOLA"

1. Name Post	Assistant Director/SAO
Pay Package (PKR)	BS-18 + Incentive Allowance (Rs 100,000 Per Month).
Mode of recruitment	By selection on merit from amongst Officers working in Agriculture Extension Department.

Qualification: M.Sc. (Hons.)/ M.Phil in Agriculture.

Experience: 5 years in Agriculture Department.

- Preference will be given to the officer having experience in public sector project planning, project execution, and project report writing requirements and functional design specification documents.
- Strong analytical and writing skills and experience of presenting complex technical information in a comprehensible way for non-specialist readers.
- Good communication skills and fluency in English and Urdu.

Age limit: Maximum up to 55 years.

Job description

- Will prepare plan for field operations to be conducted by higher ups.
- Will assist the department and higher-up for the recruitment of project staff and procurement under the project.
- Will responsible to deal with the service matters of all project employees.
- Will deal all financial and administrative matters of the project and submit report to the DGA and Higher-ups for final decision.
- Will deal all physical progress matters of the project and submit report to the DGA and Higher-ups for final decision.
- Will help in monitoring of various activities under the project.
- Will liaison with project stakeholders and different agencies
- Will make visits in the field for the implementation & Monitoring of the project.
- Will be responsible to implement action plan of the project.
- Will prepare PC-IV and submit after completion of the project.
- Will perform any other duty assigned by the higher ups.

2. Name Post	Agriculture Officer
Pay Package (PKR)	BS-17 + Incentive Allowance(Rs 60,000 per month)
Mode of recruitment	By selection on merit from amongst Officers working in Agriculture Extension Department.

Qualification: M.Sc. (Hons.)/M.Phil in Agriculture

Experience: 3 years in Agriculture Dept. in the design and implementation of Development Projects of Government.

- Experience in designing tools and strategies for data collection, analysis and production of reports
- Expertise in analyzing data using statistical software
- Strong training & facilitation skills
- Fluency in written and spoken English.

Age limit: Maximum up to 40years.

Job description

- Will assist AD of the project in preparation of plan for field operations to be conducted by higher ups.
- Will collect report from field, compile these reports and submit to higher ups for further processing.
- Will deal all physical & financial progress matters of the project and submit report to the DGA (Ext) and Higher-ups for final decision.
- Will help in monitoring of various activities under the project.
- Will liaison with project stakeholders and different agencies.
- Will make visits in the field for the implementation & Monitoring of the project.
- Will be responsible to implement action plan of the project.
- Will prepare PC-IV and submit after completion of the project.
- Will perform any other duty assigned by the higher ups.