



## Situations Vacant

Special Monitoring Unit established under Implementation and Coordination Wing of S&GAD invites applications for the following posts from result oriented individuals domiciled in Punjab:

Sr. No.	Name of the Posts	No. of Posts	Qualifications / Experience	Age for Initial Recruitment Min - Max
I.	Associate (Maximum ceiling of MP-III Scale P.M.)	05	<ul style="list-style-type: none"> <li>Masters Degree in Social Sciences, Business Management, Accounting &amp; Finance preferably Economics &amp; Public Policy from a recognized university.</li> <li>Strong academic record with measurable achievements in both Masters &amp; Bachelors Degree programs.</li> <li>5-8 year work experience in private or public sector.</li> <li>Must be target oriented individual having experience of working in challenging timelines.</li> </ul>	30-40 years
II.)	Junior Associate (Minimum ceiling of MP-III Scale P.M.)	06	<ul style="list-style-type: none"> <li>Bachelors Degree in Social Sciences, Business Management, Engineering, Accounting &amp; Finance preferably Economics &amp; Public Policy from a recognized university.</li> <li>Strong academic record with measurable achievement in Bachelors Degree program.</li> <li>Minimum 3-5 year work experience in private or public sector.</li> </ul>	25-35 years
III.)	Analyst (Special Pay Package Market Based)	10	<ul style="list-style-type: none"> <li>Bachelors Degree in Social Sciences, Business Management, Engineering, Accounting &amp; Finance preferably Economics &amp; Public Policy from a recognized university.</li> <li>Minimum 2-year work experience in private or public sector.</li> </ul>	24-35 years
IV.)	Office Manager / Accountant (Special Pay Package upto Rs.55,000/- P.M.)	01	<ul style="list-style-type: none"> <li>Bachelors in Commerce/ Accountancy Degree from a recognized university.</li> <li>Minimum 03-year relevant experience in private or public sector.</li> </ul>	28-35 years
V.)	Office Assistant (Special Pay Package upto Rs.33,000/- P.M.)	01	<ul style="list-style-type: none"> <li>Bachelors degree from a recognized university.</li> <li>Minimum 02-year relevant experience.</li> </ul>	22-35 years
VI.)	Dak Rider (Special Pay Package upto Rs.16,000/- P.M.)	01	<ul style="list-style-type: none"> <li>Matric pass possessing motor bike driving license.</li> </ul>	20-40 years
VII.)	Driver (Special Pay Package upto Rs.22,000/- P.M.)	03	<ul style="list-style-type: none"> <li>Middle pass possessing Lnd driving license.</li> <li>Minimum 05-year driving experience of different grades in a professional environment.</li> <li>Armed Army/ Government/ Corporate personnel would be preferred.</li> </ul>	24-45 years
VIII.)	Cook (Special Pay Package upto Rs.16,000/- P.M.)	01	<ul style="list-style-type: none"> <li>Middle pass.</li> <li>Preferred with Cooking Course from a recognized institute.</li> <li>Minimum 05-year experience.</li> </ul>	25-40 years
IX.)	Office Boy (Special Pay Package upto Rs.18,700/- P.M.)	04	<ul style="list-style-type: none"> <li>Middle pass from a recognized institute.</li> </ul>	20-36 years
X.)	Janitor (Special Pay Package upto Rs.16,000/- P.M.)	02	<ul style="list-style-type: none"> <li>Must be Literate.</li> </ul>	18-35 years

**NOTE:**

- Applications for vacancies at Sr.Nos.1 to 3 must be sent through Punjab Government Job Portal <https://www.jobs.punjab.gov.pk> and also via courier service, along with CV, two recent passport size photographs, attested copies of academic and experience certificates, domicile, CNIC, with complete details given on the prescribed proforma application form so as to reach office of the Section Officer, Special Monitoring Unit (SMU), I&C Wing, Govt. of the Punjab, S&GAD located at S-Club Road, GOR-I, Lahore.
- Failure in forwarding applications either by portal or courier service within the prescribed time limit shall stand rejected forthwith.
- Applications against Sr.Nos.4 to 10 must be sent on the above mentioned address by courier service containing CV, two recent passport size photographs, attested copies of academic and experience certificates, domicile, CNIC and with complete details given on the prescribed proforma application form.
- Only relevant and post qualification experience shall be considered, however internship will not be considered as an experience.
- All applications must reach by courier latest by 5:00 pm of closing date i.e. 27.08.2021 with clearly indicating the name of post applied on the upper right corner of the envelope/ application, otherwise application would not be considered.
- Separate form and envelope should be used for each post in case of a candidate opting to apply for two or more posts.
- Salary package will be offered as per candidate's qualification/ experience.
- All positions would be filled on contract basis.
- All eligible Government Servants may also apply for any post through proper channel.
- Only short listed candidates will be called for interviews.
- No T.A. / D.A. would be admissible to candidates called for interviews.
- The number of posts can be increased or decreased with the approval of Competent Authority before the recruitment process attains finality.
- Competent Authority reserves the right to cancel the whole recruitment process at any stage whatsoever.
- Both male and female candidates, fulfilling the criteria, can apply for the relevant positions.
- The applicants already applied for a post(s) need to apply afresh.
- For any inquiry / information, please contact phone no. 042-99201091 during the working office hours.

### HEAD SPECIAL MONITORING UNIT APPLICATION FORM (IPL-8101)

Personal Information				
Date of Advertisement	News paper		One passport size photograph should be pasted (Non -Stapled)	
Name of Post	CNIC			
Name				
Father Name				
Date of Birth	Age in Years and months till closing date	Years & Months & Days		
Domicile (With District Name)	Marital Status	Religion		
Postal Address				
Permanent Address				
Cell No.	E-mail			
Educational Information				
Degree/ Certificate	Year	Marks/ CGPA (Out of Total)	Percentage	Board/ University
Matric/ O-Level eq. certificate				
Intermediate/ A-Level eq. certificate				
Bachelors				
Masters				
Any other				
Experience				
Name of Organization/ Department	Position Held	Nature of Job	Experience in Years	
DECLARATION				
I _____ S/O/O _____ hereby solemnly declares that all above given information is true according to the best of my knowledge. Department has right to reject the application in case of providing wrong information.				
Dated _____		Signature _____		