

SITUATION VACANT

Applications are invited from Khyber Pakhtunkhwa Domicile holders for the following posts in the Project Management Unit under the ADP scheme titled "Establishment of University of Agriculture, Swat" as per standard terms and conditions of the Project Policy 2008 (amended time to time). The posts would be filled up for a period of ONE YEAR and is extendible on satisfactory performance till project life.

S. #	POST	No. of Post	Maximum Age	Domicile	Qualification and Experience
1.	Procurement Manager (BS-18)	01	45 years	KP including NMDs	<ul style="list-style-type: none"> Master degree in Agri-business / Business Administration / supply chain Management with 10 years' experience of development sector / Administrative position in grade-17 and above in Govt. or Semi Govt. organization OR Bachelor Degree in Agri-business / Business Administration / supply chain Management with at least 12 years' experience of development sector / Administrative position in grade-17 and above in Govt. or Semi Govt. organization.
2.	Admin: / Finance Officer (BS-17)	01	45 years	KP including NMDs	<ul style="list-style-type: none"> Master Degree or equivalent in Finance / Accounts, or MBA with specialization in Finance / Accounts or Master in Public Administration with at least 3 years relevant experience.
3.	M&E Specialist (Civil Engineer) (BS-17)	01	45 years	KP including NMDs	<ul style="list-style-type: none"> Master Degree in Civil Engineering with at least 3 years relevant experience OR B.S/B.Sc Civil Engineering with 5 years relevant experience.
4.	HR Officer (BS-17)	01	45 years	KP including NMDs	<ul style="list-style-type: none"> Master Degree or equivalent in Public Administration / Social Sciences / MBA (HR) with at least 5 years' experience in the Human Resource Management in Government, Semi Government or Development Organization.
5.	Office Assistant (BPS-16)	01	35 years	District Swat	<ul style="list-style-type: none"> B.A / B.Sc / B.Com / or equivalent qualification from recognized institute / university. Relevant experience will be preferred.
6.	IT assistant / Computer Operator (BPS-16)	02	35 years	District Swat	<ul style="list-style-type: none"> B.S / B.Sc Computer Sciences / IT or equivalent qualification. Relevant experience will be preferred.
7.	Junior Clerks (BS-11)	01	35 years	District Swat	<ul style="list-style-type: none"> F.A / F.Sc or equivalent qualification from recognized Institute. Typing speed 35 words per minute. Relevant experience will be preferred.
8.	Driver (BS-6)	05	As per Project Policy & PC-I	District Swat	<ul style="list-style-type: none"> Literate having valid LTV Driving license. Relevant experience will be preferred.
9.	Office Boy / Naib Qasid (BS-3)	04	As per Project Policy & PC-I	District Swat	<ul style="list-style-type: none"> literate will be given preference.
10.	Sweeper (BS-3)	02	As per Project Policy & PC-I	District Swat	<ul style="list-style-type: none"> Literate will be given preference.
11.	Security Guard / Chowkidar (BS-3)	02	As per Project Policy & PC-I	District Swat	<ul style="list-style-type: none"> Literate will be given preference.

Terms and Conditions

- All these post are project posts and purely on contact basis and shall be filled as per project policy of Government of Khyber Pakhtunkhwa.
- The interested candidates may forward their applications along with all relevant documents (CVs, Degrees, CNIC, Domicile, Experience Certificate, etc.) duly attested within 15 days of the 1st advertisement / publication in News Papers on the below address.
- The applicant shall mention his complete address along with mobile No. in the application.
- Separate applications shall be submitted for applying to more than one post.
- Incomplete applications and those received after the last date shall not be entertained.
- Candidate already in Government Service should apply through proper channel.
- Standard criterion for recruitment and short listing of candidate as per Project Policy shall be used.
- Original documents are required to be produced at the time of interview.
- Only shortlisted candidate will be called for test / interview.
- No TA / DA will be allowed for test / interview.
- The Competent Authority reserve the right to increase, decrease and cancel the whole process of recruitment without assign any reasons.
- Please indicate the name of Post applying for on the right hand corner of the envelop.

Chief Planning Officer / Project Director (PMU), Agriculture University Swat
Planning Cell, Agriculture, Livestock & Cooperative: Department,
Govt: of Khyber Pakhtunkhwa, Peshawar
Block C, Civil Secretariat, Peshawar. (Phone: 091-9210397)