

APPLICATIONS INVITED

Applications are invited for test/interview of qualified candidates for hiring of the following posts on monthly basis in two years project of Establishment of Records Management Cell, that aims at preserving the Records, both in hard as well as digital format, building data and retrieving. The applications are invited from the persons residing in the province of Sindh and qualifying as stated against each position for the specific period of two years.

"Establishment of Record Management Cell (RMC)".

Sr. No	Name of Post	Monthly Gross Pay	No of Post	Qualification and Experience	Age Limit Max-Min
1	Project Coordinator/Coordinator	250,000	01	Post Graduate; extensive knowledge of relevant field additionally, the Archival Matters, Record Management, Capacity Building etc. At least 15 years working in archives. Job in similar organization, in senior level for at least 5 years.	45-65
2	Record Superintendent	60,000	01	Graduate degree in relevant field, with Experience Relevant to Job Description; additionally, the Experience of Heading/Supervision of Project/Assignment.	30-50
3	Data Assistant	50,000	02	Bachelor's Degree or Diploma in relevant field; having at least three-year experience in the relevant field.	18-28
4	IT Assistant	50,000	02	Bachelor's Degree in IT/Diploma (DIT); various relevant Courses; Experience relevant to Job Description for three years.	18-28
5	Scanning Technician Operator	40,000	04	Intermediate (at least 2 nd division) plus 06 months training in MS Office plus 01 year experience.	18-28
6	Computer Operator/Data Entry Operator	30,000	40	Intermediate; Relevant courses, In page Software, Data Entry Software etc. Experience of similar nature of one year.	18-28
7	Archive Assistant	40,000	01	Technical Assistant having at least 5 year of experience for Management of Archival Record, the candidate having diploma or course in Archival Management with graduate degree will be preferred.	18-28
8	Binder	30,000	03	Intermediate; Binding Experience of five years, IT Literate.	18-28

IMPORTANT INSTRUCTION:

- I. The hiring shall be on term-specific and liable to be terminated on one-month notice.
- II. The hiring shall be on fixed monthly remuneration.
- III. Age relaxation may be allowed to highly qualified individuals.
- IV. Candidate, appearing in written test or oral interview shall not claim travel expenses.
- V. The candidate having prescribed qualification, experience for the posts should send application before 19-04-2024 on the address given bellow.
- VI. All candidates should bring their original documents on the date of interview.
- VII. The process of assigning work is initiated on bona fide expectations, any adverse setback may cause with holding of process, it cannot be challenged, no claim to this effect is entertainable.

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