



PAKISTAN AGRICULTURAL RESEARCH COUNCIL

SITUATIONS VACANT

Pakistan Agricultural Research Council (PARC), an apex research organization in the agriculture sector invites applications from well qualified, highly talented and self motivated Pakistani nationals for appointment against the following posts:

Sl.	Post / SPS / Age / Vacancies / Nature of appointment / Place of Posting	Qualification / Experience & other requirements
1.	Dy. Director (Admn)(SPS-09) Age Limit: 35 years, Vacancies: 01, Quota: Merit = 01, Nature of appointment: Regular - PARC HQrs, Islamabad	i. MBA/MPA/Master degree in Administrative Sciences/ Management Sciences / Social Sciences or equivalent qualification from HEC recognized university / institute with first division/Grade-B OR CGPA 2.50 or more in the required degree with no third division / grade D in the academic career. ii. Must have 05 years post qualification relevant experience in SPS-08 or equivalent and above in the capacity of officer level and expertise in dealing with Administrative, Human Resources, Secretariat, Legal, Policy Planning, Financial and Ministerial affairs in Government, Semi-Government, Autonomous, Semi-Autonomous or reputable private sector organization. iii. Good team building, time management, planning, monitoring and analytical skills. iv. Excellent, analytical, written, communications, presentation, interpersonal & IT skills v. Strong practical experience to deal with Government Business will be preferred
2.	Assistant Director (SPS-08) Age Limit: 30 years, Vacancies: 02, Quota: Merit = 01, Punjab = 01 Nature of appointment: Regular - PARC HQrs, Islamabad	i. MBA/MPA/Master degree in Administrative Sciences/ Management Sciences/ Social Sciences or equivalent qualification in relevant disciplines from HEC recognized university / institute with first division/Grade-B OR CGPA 2.50 or more in the required degree with no third division / grade D in the academic career. ii. Ability to work under stress and having sufficient knowledge of Administrative, Store, Procurement and logistics and HR etc. iii. Proficiency in computer use (MS Office/Web Surfing) with good analytical, writing, communications, presentation, interpersonal and IT skills will be preferred.
3.	Network Administrator (SPS-08) Age Limit: 30 years, Vacancies: 01, Quota: Merit = 01 Nature of appointment: Regular - PARC HQrs, Islamabad	i. Master degree in Computer Science/Software Engg. / Information Technology or equivalent qualification in relevant disciplines from HEC recognized university/institute. ii. Candidates must have first division/Grade-B OR CGPA 2.50 or more in the required degree with no third division / grade D in the academic career. iii. 3 years relevant experience. iv. Capability of analyses, design, and implementation, maintenance of MIS/software development, network technologies and solutions.
4.	Public Relation Officer (SPS-08) Age Limit: 30 years, Vacancies: 01, Quota: Merit = 01 Nature of appointment: Regular - PARC HQrs, Islamabad	i. Masters or equivalent qualification in Social Sciences, Fine Arts, English, Urdu, Journalism, International Relations, Mass Communications from HEC recognized university / institute with no third division / grade D in the academic career with preferably two (02) years relevant experience. ii. Having sound written and verbal communications and presentation skills.
5.	Assistant Protocol Officer (SPS-07) Age Limit: 30 years, Vacancies: 01, Quota: Merit = 01 Nature of appointment: Regular - PARC HQrs, Islamabad	i. Masters or equivalent qualification in Social Sciences, Fine Arts, English, Urdu, Journalism, International Relations, Mass Communications from HEC recognized university / institute with no third division / grade D in the academic career. ii. Relevant experience will be preferred. iii. Having sound written and verbal communications and presentation skills.

11.	UDC (SPS-05) Age Limit: 30 years, Vacancies: 03 Nature of appointment: Contract - PARC HQrs, Islamabad	i. BA / B.Sc. or equivalent qualification from HEC recognized university / institute. ii. Candidates with sufficient knowledge of typing & computer / administrative / Store / Procurement. iii. The selected candidate shall have to undertake 3 weeks basic IT Training Course (including MS Office) conducted by National Information Technology Board (NITB) during the probation period.
12.	Data Entry Operator (SPS-05) Age Limit: 30 years, Vacancies: 04 Nature of appointment: Contract - PARC HQrs, Islamabad	i. Bachelor degree in Computer Science/Information Technology from HEC recognized university / institute. ii. Preferably 2 years' relevant experience. iii. Having knowledge and expertise in office automation, graphic design, hardware & software troubleshooting.
13.	Sub Engineer (Civil) - (SPS-05) Age Limit: 30 years, Vacancies: 05 Nature of appointment: Regular - NARC, Islamabad - PARC HQrs, Islamabad	i. 03 years DAE in (Civil, Mechanical, Electrical) from recognized Poly Technique institute. ii. Potential to work in hard and hazardous conditions.
14.	Draughtsman- (SPS-05) Age Limit: 30 years, Vacancies: 01 Nature of appointment: Contract - PARC HQrs, Islamabad	i. 03 years DAE (Architecture/Civil) from Poly Technique Institute. ii. Knowledge of Computer Aided Drafting (CAD) is required. iii. Must be capable to prepare Civil Works designs and drawings on Auto-cad and 3-D views etc. iv. Potential to work in hard and hazardous conditions.
15.	Lab Technician - I - (SPS-04) Age Limit: 30 years, Vacancies: 05 Nature of appointment: Contract - NARC, Islamabad	F.Sc. (Science) with 05 years' relevant experience.
16.	Scientific Assistant- I - (SPS-04) Age Limit: 30 years, Vacancies: 12 Nature of appointment: Contract - NARC, Islamabad	F.Sc. (Science) with 05 years' relevant experience or Matric with 03 years Diploma in Agriculture Sciences preferably with 02 years experience.
17.	LDC - (SPS-04) Age Limit: 30 years, Vacancies: 02 Nature of appointment: Regular - PARC HQrs, Islamabad	i. FA / F.Sc / I.Com / ICS or equivalent qualification with having Typing speed 30 word per minute and sufficient computer knowledge with good writing and communications skills. ii. The selected candidate shall have to undertake 3 weeks basic IT Training Course (including MS Office) conducted by National Information Technology Board (NITB) during the probation period.
18.	Attendant-I (Moazen / Khadim) - (SPS-02) Age Limit: 35 years, Vacancies: 02 Nature of appointment: Regular - NARC, Islamabad	i. Matric ii. Hafiz-e-Quran with 03 years relevant experience
19.	Driver - II (SPS-02) Age Limit: 30 years, Vacancies: 12 Nature of appointment: Contract - PARC HQrs, Islamabad - NARC, Islamabad - Kala Shah Kaku - NTHRI, Manshehra - MARC, Gilgit - AZRI, Bahawalpur	i. Matric ii. LTV driving license. iii. Relevant practical experience of 03 years after obtaining license.
20.	Tractor Operator - II (SPS-02) Age Limit: 30 years, Vacancies: 03 Nature of appointment: Contract - ARDI Wana South Waziristan Tribal District (Ex-FATA), - MARC Gilgit, - AZRI Bahawalpur	i. Matric ii. HTV driving license. iii. Relevant practical experience of 03 years after obtaining driving license.
21.	Dispatch Rider - II (SPS-02) Age Limit: 30 years, Vacancies: 02 Nature of appointment: Regular - PARC HQrs, Islamabad	i. Matric ii. Motorcycle license iii. Relevant practical experience of 03 years after obtaining license.

6.	Assistant Admn Officer (SPS-07) Age Limit: 30 years, Vacancies: 02, Quota: Merit = 01, Punjab=01 Nature of appointment: Regular - PARC HQ's, Islamabad	i. Master Degree in Administrative Sciences / Management Sciences / Social Sciences or equivalent qualification in relevant disciplines from HEC recognized university / institute with first division/Grade-B OR 2.50 CGPA or more in the required degree with no third division / grade D in the academic career. ii. Proficiency in computer use (MS Office / InPage / Web Surfing) will be preferred.
7.	Assistant Computer Programmer (SPS-07) Age Limit: 30 years, Vacancies: 02, Quota: Merit = 01, Punjab=01 Nature of appointment: Regular - PARC HQ's, Islamabad	i. Bachelor (Hons.) in Computer Science/Software Engg. or equivalent qualification in relevant disciplines from HEC recognized university / institute. ii. Candidates must have first division/Grade-B OR CGPA 2.50 or more in the required degree with no third division / grade D in the academic career. iii. 2 years' relevant experience. iv. Having knowledge and expertise of programming, designing, coding, testing and Programme documentation.
8.	Assistant Security Officer (SPS-07) Age Limit: 40 years, but for person from law enforcing agencies the age limit will be 55 years. Vacancies: 01, Quota: Merit = 01 Nature of appointment: Regular - PARC, Islamabad	i. Graduate or Ex-Service Officer (preferably qualified in intelligence courses) with 05 years experience of security work in supervisory capacity in Govt. / Semi Govt. / Autonomous / International Organization / law enforcing agency with no third division OR grade D in the academic career.
9.	Assistant Store Officer (SPS-07) Age Limit: 30 years, Vacancies: 03, Quota: Merit = 02, Punjab = 01 Nature of appointment: Regular - NARC, Islamabad - PARC HQ's, Islamabad - MARC, Gilgit	i. MA / M.Sc. or equivalent OR BA / B.Sc. / Graduate from HEC recognized university / institute with first division/grade-B OR 2.50 CGPA or more in the required degree with no third division / grade D in the academic career having sufficient computer knowledge, with 05 years experience in Administrative, Legal, Store/ Procurement experience in Govt. or Semi Govt. Organization/ Autonomous Body.
10.	Sr. Auditor (SPS-07) Age Limit: 30 years, Vacancies: 02 Quota: Merit = 01, Punjab=01 Nature of appointment: Contract - PARC HQ's, Islamabad	i. MBA (Finance/ Accounts) / M.Com./B. Com. (Hons.) / BBA (Hons.) (Finance) / PIPFA or equivalent qualification in relevant disciplines from HEC recognized university / institute with first division/Grade-B OR CGPA 2.50 or more in the required degree with no third division / grade D in the academic career. ii. Preferably 01-year experience of similar nature. iii. Proficiency in accounting & financial software/package.

22.	Naib Qasid (SPS-01) Age Limit: 30 years, Vacancies: 12 Nature of appointment: Contract - PARC HQ's, Islamabad	license. Matric
23.	Technician-III (Mason / Electrician / Plumber / Carpenter / AC Mechanic) – (SPS-01) Age Limit: 30 years, Vacancies: 07 Nature of appointment: Contract - PARC HQ's, Islamabad - NARC, Islamabad	Matric with relevant trade certificate (at least 06 months from recognized institution).
24.	Café Attendant - II (SPS-01) Age Limit: 30 years, Vacancies: 02 Nature of appointment: Regular - PARC HQ's, Islamabad - NARC, Islamabad	Middle with sound physical health preferably with relevant experience.
25.	Attendant-II (Lab/Field/Farm/Garden/Dairy/ Milk/Fish/Stock/Bee/Dispensary) (SPS-01) Age Limit: 30 years, Vacancies: 18 Nature of appointment: Contract - PARC HQ's, Islamabad - NARC, Islamabad - AZRI Bahawalpur	Middle with sound physical health preferably with relevant experience.

- Age relaxation will be admissible as per PARC / Govt. rules.
- The Provincial / Regional / Women / Minorities / Disabled quota will be observed as per Government rules.
- Interested candidates qualifying the above eligibility criteria may apply Online (Only for the posts at Sr. No. 1 to 17) while Sr.No. 18 to 25 should apply on the prescribed form available on the PARC website (www.parc.gov.pk) latest by 31.08.2022
- Those already in Govt. Services may apply Through Proper Channel.
- The Council reserves the right to increase or decrease number of posts and to postpone or stop the recruitment process at any stage.
- No TA / DA will be admissible for test / interview.

Director (Establishment),
PARC HQs, 20-Attaturk Avenue, G-5/1, Islamabad
(Ph: 051-90762220)

PID(1)966/22