

Ministry of Human Rights

Directorate General of Special Education

ADVERTISEMENT

SITUATION VACANT

Applications are invited from suitable candidates for appointment to the following posts of PSDP funded Pilot Projects "Inclusive Education for Children with Disability in Public and Private Schools at ICT, Islamabad" and "Establishment of Project Planning and Monitoring Unit (PMU), purely on contract basis on lump sum pay as per provincial / regional quota mentioned against each-

Inclusive Education for Children with Disability in Public and Private Schools at ICT, Islamabad for period upto 30-06-2023, (extendable)						
S.No.	Name of post	No. of posts	Age Limit	Salary Package	Quota	Qualification & Experience
1.	Physiotherapist (PPS-7 equivalent to BPS-17).	01	22-30 years	Rs.157,500/-	Punjab (Merit)	i. DPT/2 nd class or grade "C" Master Degree in Physiotherapy OR BSc in Physiotherapy ii. 02 years post qualification experience in the relevant field
2.	Assistant (PPS-5 equivalent to BPS-15).	01	18-20 years	Rs.70,000/-	Punjab (Merit)	Graduate
3.	Steno Typist (PPS-5 equivalent to BPS-14).	01	18-25 years	Rs.70,000/-	ICT (Merit)	i. Intermediate ii. Minimum speed of 80/40 W.P.M in short hand / typing respectively iii. Must be computer literate
4.	Driver (PPS-1 equivalent to BPS-04).	03	18-25 years	Rs.28,000/-	ICT=2 (Merit) Punjab=1 (Merit)	i. Primary Pass ii. Valid HTV driving license holder and well versed with traffic rules
Establishment of Project Planning and Monitoring Unit (PMU), Islamabad initially for a period upto 30-06-2024, (extendable)						
1.	Project Planning and Appraisal Specialist / Deputy Director (PPS-8 equivalent to BPS-18).	01	25-35 years	Rs.218,750/-	Punjab (Merit)	i. 2 nd class or Grade "C" Master's Degree in Project Management/Administration / Sociology/ Social Work/ Development Studies/ Gender Studies/ Special Education or Equivalent Qualification From a University recognized by HEC ii. Five years post qualification experience in the field of project planning, project management, research, project appraisal, monitoring and evaluation in Govt./ Semi Govt./Autonomous Bodies/ NOGs/ INGOs iii. Knowledge of Govt. Rules and Regulation. iv. Computer Skill in MS Office (Power Point, Word and Excel)
2.	Financial Management Specialist (PPS-7 equivalent to BPS-17)	01	25-35 years	Rs.157,500/-	Punjab (Merit)	i. 2 nd class or Grade "C" Master's Degree in Finance/ Accounting/ MBA (Finance)/ Commerce/ CA/ ACCA/ ACMA or equivalent qualification from a University recognized by HEC ii. Three years post qualification experience in public financial management (preferable on PIFRA & SAP), Accounting/ Budgeting/ Financial Auditing etc in Govt. or Semi.Govt. Organization etc iii. Proficient in financial Rules and Regulation of Government of Pakistan iv. Computer Skill in MS Office (Power Point, Word and Excel)
3.	Procurement Specialist (PPS-7 equivalent to BPS-17)	01	25-35 years	Rs.157,500/-	Punjab (Merit)	i. 2 nd class or Grade "C" Master's Degree in Finance/ BBA/MBA or equivalent qualification from a University recognized by HEC ii. Three years post qualification experience in consultancy services or as a procurement expert in any project or Government Department iii. Proficient in financial Rules and Regulations of Government of Pakistan iv. Knowledge of public sector procurement processes E-procurement, policies and PPRA Rules and Regulations v. Knowledge to maintenance of procurement records and vendor database vi. Computer Skill in MS Office (Power Point, Word and Excel)
4.	Naib Qasid (PPS-1 equivalent to BPS-01)	01	18-25 years	Rs.28,000/-	Punjab (Merit)	Middle Pass, Mentally and Physically Sound

Terms and Conditions

- The Selection shall be made purely on merit and on contract basis observing provincial / regional quota etc.
- Interested candidates can apply online through National Job Portal at website www.njp.gov.pk within 15 days from the date of publication of advertisement. Applications by post/by hand will not be entertained.
- Advertisement can be downloaded from websites www.dgse.gov.pk or www.mohr.gov.pk.
- Only short listed candidates will be called for written test/ interview.
- Candidates already in Government Service should apply through proper channel, along with NOC from their organizations clearly stating the length of service and other particulars.
- Candidates will have to produce original documents at the time of Interview. Candidates already in Government Service, will also have to produce original NOC from their departments/organizations.
- The general age relaxation of 5 years and others in upper age limit would be granted as admissible under the rules.
- No TA/DA shall be admissible for appearing in test/Interview.
- If a candidate is interested to apply for more than one post, he should apply separately.
- The competent authority reserves the right to cancel the process of recruitment at any stage without citing any reasons.

Deputy Director (Admin)
Directorate General of Special Education
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