

DETAILS REGARDING JOB OPPORTUNITIES / PROJECT POSTS UNDER ADP SCHEME “STRENGTHENING OF STRATEGIC PLANNING AND IMPLEMENTATION UNIT (SP&IU)” FOR EXECUTION OF WORLD BANK FUNDED PROGRAM “PUNJAB GREEN DEVELOPMENT PROGRAM” AND OTHER ADP SCHEMES OF THE DEPARTMENT



This document contains the following details:

1. Eligibility Criteria, tentative salary package and Job Descriptions
2. General Instructions
3. Application Form

1. Eligibility Criteria, Tentative Salary Package and Job Descriptions

Sr. No.	Name of Post, Age and Salary	No of Posts	Minimum Qualification for Appointment	Method of Recruitment	Job Description
1.	<p>PROJECT DIRECTOR</p> <p>Max Age: 55 Years</p> <ul style="list-style-type: none"> • In case of appointment of a person from market, s/he will draw tentative salary of Rs.450,000/- • In case of selection / transfer of a Government officer against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy. 	01	<ul style="list-style-type: none"> • Master Degree in Public Policy/ Project Management / Environmental Engg. /Civil Engg./ Public Health Engg./Chemical Engg. / M.Phil in Environmental Sciences from an HEC recognized university. (Master Degree i.e. 18-Years Education) • 12 years experience of Management Position. 5 years experience of working on Public Sector Development Projects as Project Director / Management Positions. • Well conversant with management of foreign funded large scale projects. • Punjab domiciled. 	<ul style="list-style-type: none"> • Selection of candidate from market / Government sector through advertisement of post in newspapers. • By transfer of Government Officer of BPS-19/20 fulfilling the eligibility Criteria. • The eligibility criteria of age shall not stricto sensu apply to this key position in case of appointment of officers of EPD and other Govt. Departments for a period of six months as a stop gap arrangement. • NOC from employer is required in case of Government employee. 	<ul style="list-style-type: none"> • Work as Team Leader / In-charge for EPD’s World Bank Funded Program “Punjab Green Development Program (PGDP)”. • Make procurements under PGDP / other different ADP schemes of EPD. • Provide technical advice to Environment Protection Department in various aspects of different projects under PGDP regarding their execution / implementation. • Ensure control and maintain overall financial discipline in the disbursements and reimbursement of funds for the PGDP. • Ensure compliance and implementation of all relevant rules and regulations. • Render advice to Consulting Firms and other Implementing Entities on prevailing policy requirements, applicable laws and other related aspects. • Monitor and report progress as required and keep Environment Department fully informed of critical and sensitive areas requiring immediate attention and assistance. • Coordinate with World Bank, other donor agencies and line departments of Govt. of Punjab and Govt. of Pakistan for the smooth and effective execution / implementation of PGDP. • Any other task assigned by Secretary EPD

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2.	<p>DIRECTOR (ENVIRONMENTAL POLICY & PLANNING)</p> <p>Max Age: 50 Years</p> <ul style="list-style-type: none"> In case of appointment of a person from market, s/he will draw tentative salary of Rs.350,000/- In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy. 	01	<ul style="list-style-type: none"> Master's Degree in Environmental Engg./ Public Health Engg. / Chemical Engg. / Civil Engg./ M.Phil. in Environmental Sciences / Environmental Policy / Environmental Planning from HEC recognized university. (Master Degree i.e. 18-Years Education) Experience in policy formulation and implementation preferably relating to Environment Sector (post-qualification experience of 05 years in case of Ph.D. and 10 years in case of Master's Degree). Has work experience in environment sector. Familiar with national commitments under bilateral and multilateral environmental agreements. Domiciled in province of the Punjab. Government officers with above qualifications and experience are also eligible as per applicable government policy. 	<ul style="list-style-type: none"> Selection of candidate from market / Government sector through advertisement of post in newspapers By transfer of Government Officer of BPS-19 fulfilling the eligibility Criteria. The eligibility criteria of age shall not stricto sensu apply to this key position in case of appointment of officers of EPD and other Govt. Departments for a period of six months as a stop gap arrangement. NOC from employer is required in case of Government employee 	<ul style="list-style-type: none"> To prepare environmental policy(s) and planning documents for approval from Competent Forum. Work as an advisor to EPD to help crystallize the vision, create key initiatives and render advice to Project Director and Secretary EPD regarding environmental management and sustainable development in the Province. Help EPD in extracting the vision for the environment sector and its transformation into plans, programs and projects. Monitor and assess policy vehicles relating to environmental protection and sustainable development, and make recommendations about how best to respond or adjust policies as needed; Organize and prioritize critical issues and required information in facilitating efficient decision making. Write policy briefs, fact sheets and other materials for policy-makers in environmental protection and sustainable development. Any other task assigned by Project Director / Secretary EPD.
3.	<p>DIRECTOR (PROGRAMMES)</p> <p>Max Age: 50 Years</p> <ul style="list-style-type: none"> In case of appointment of a person from market, s/he will draw tentative salary of Rs.350,000/- In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy 	01	<ul style="list-style-type: none"> Master's Degree in Project Management/ Environmental Engg. / Civil Engg./ Public Health Engg. / Chemical Engg. / M.Phil. in Environmental Sciences from HEC recognized university. (Master Degree i.e. 18-Years Education) Experience in designing, planning, monitoring and management of development programs / projects (post-qualification experience of 05 years' experience in case of Ph.D. and 10 years' in case of Master's/ MPhil Degree). Familiar with national commitments under bilateral and multilateral environmental agreements. Competence in management of Foreign Donor's assisted projects. Experience of preparation / execution of ADP Schemes / Development Projects / foreign funded projects. Domiciled in province of the Punjab. Government officers with above qualifications and experience are also eligible as per applicable government policy. 	<ul style="list-style-type: none"> Selection of candidate from market / Government sector through advertisement of post in newspapers By transfer of Government Officer of BPS-19 fulfilling the eligibility Criteria. The eligibility criteria of age shall not stricto sensu apply to this key position in case of appointment of officers of EPD and other Govt. Departments for a period of six months as a stop gap arrangement NOC from employer is required in case of Government employee. 	<ul style="list-style-type: none"> Conceive, develop and implement programs / projects for environmental management in the province. Direct and manage project development and execution from beginning to end. Prepare PC-I / PC-II of development projects and ensure their smooth and timely execution. Work effectively with interdisciplinary teams for successful implementation of development projects and assigned tasks. Coordinate with National and International Development Agencies on development and implementation of projects. Any other task assigned by Project Director / Secretary EPD.

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4.	<p>DIRECTOR (ADMIN, FINANCE & PROCUREMENT)</p> <p>Max Age: 50 Years</p> <ul style="list-style-type: none"> In case of appointment of a person from market, s/he will draw tentative salary of Rs.350,000/- In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy. 	01	<ul style="list-style-type: none"> MPA/MSc (Engineering) / M.Phil. in Environmental Sciences /CA/M.Com / MA or MBA or Master's degree in other related disciplines from HEC recognized institute / university (Master Degree M.Sc./MPhil. i.e. 18 years & 16-Years Education for other disciplines) 10 years' post qualification experience in administration and financial management, preferably in public sector. Have experience of financial matters of development projects in public sector. Domiciled in province of the Punjab Government officers with above qualifications and experience are also eligible as per applicable government policy. 	<ul style="list-style-type: none"> Selection of candidate from market / Government advertisement of post in newspapers By transfer of Government Officer of BPS-19 fulfilling the eligibility Criteria. The eligibility criteria of age shall not stricto sensu apply to this key position in case of appointment of officers of EPD and other Govt. Departments for a period of six months as a stop gap arrangement NOC from employer is required in case of Government employee. 	<ul style="list-style-type: none"> Handle administrative matters of employees of PGDP. Prepare budgets for submission to P&D Department and Finance Department of development projects of PGDP. Perform duties as Drawing and Disbursing Officer (DDO) of PGDP and other development projects /schemes of EPD. Reconcile account balances and prepare schedules and audit papers for annual audit. Liaise with Finance and P&D Departments and International Development Partners (WBG, ADB, etc.). Provide technical expertise on financial matters and budget and to ensure effective implementation of fiscal policies, plans and programs. Make procurements of goods, services and works under PGDP as per PPRA Rules and other Government Policies / Regulations / Rules. Develop specifications, Purchase Order and quality assurance criteria. Monitor contractor performance for compliance with applicable laws, delivery schedules and payment provisions. Any other task assigned by the Program Director / Secretary EPD.
5.	<p>DEPUTY DIRECTOR (ENVIRONMENTAL POLICY EXPERT)</p> <p>Max Age: 45 Years</p> <ul style="list-style-type: none"> In case of appointment of a person from market, s/he will draw tentative salary of Rs.300,000/- In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy. 	01	<ul style="list-style-type: none"> Master's Degree in Environmental Policy / Environmental Planning /Environmental Engg./ Civil Engg./ Chemical Engg./ Public Health Engg. / M.Phil. in Environmental Sciences from HEC recognized university. (Master Degree i.e. 18-Years Education) Experience in policy formulation and implementation preferably relating to Environment Sector (post-qualification experience of 03 years in case of Ph.D. and 05 years in case of Master's Degree). Has work experience in environment sector. Have knowledge and experience in national environmental planning and governance. Familiar with national commitments under bilateral and multilateral environmental agreements. 	<ul style="list-style-type: none"> Selection of candidate from market / Government sector through advertisement of post in newspapers . By transfer of Government Officer of BPS-18 fulfilling the eligibility Criteria. The eligibility criteria of age shall not stricto sensu apply to this key position in case of appointment of officers of EPD and other Govt. Departments for a period of six months as a stop gap arrangement. 	<ul style="list-style-type: none"> Prepare environmental policy(s) and planning documents for approval from Competent Forum. Help EPD and EPA in setting their direction / road map for better environmental management. Assist Project Director / EPD to assess policy vehicles relating to environmental protection and sustainable development, and to recommend about how best to respond or adjust policies as needed; Draft policy briefs, fact sheets and other materials for Project Director / EPD / policy-makers in environmental protection and sustainable development. Gather data and other information to be used in environmental and

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			<ul style="list-style-type: none"> • Domiciled in province of the Punjab. • Government officers with above qualifications and experience are also eligible as per applicable government policy. 	<ul style="list-style-type: none"> •NOC from employer is required in case of Government employee. 	<ul style="list-style-type: none"> • sustainable development planning • Any other task assigned by Project Director / Secretary EPD.
6.	<p>DEPUTY DIRECTOR (ENVIRONMENTAL PLANNING EXPERT)</p> <p>Max Age: 45 Years</p> <ul style="list-style-type: none"> • In case of appointment of a person from market, s/he will draw tentative salary of Rs.300,000/ • In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy. 	01	<ul style="list-style-type: none"> • Master's Degree in Environmental Policy / Environmental Planning / Environmental Engg./ Civil Engg./ Chemical Engg./ Public Health Engg. / M.Phil. in Environmental Sciences / from HEC recognized university. (Master Degree i.e. 18-Years Education) • Has work experience in environment sector. • Familiar with national commitments under bilateral and multilateral environmental agreements. • Have post-qualification experience of 05 years in case of MSc and 03 years in case of PhD. • Have knowledge and experience in national environmental planning and governance. • Have work experience in environment sector at a middle management level. • Domiciled in province of the Punjab. • Government officers with above qualifications and experience are also eligible as per applicable government policy. 	<ul style="list-style-type: none"> • Selection of candidate from market / Government sector through advertisement of post in newspapers • By transfer of Government Officer of BPS-18 fulfilling the eligibility Criteria. • The eligibility criteria of age shall not stricto sensu apply to this key position in case of appointment of officers of EPD and other Govt. Departments for a period of six months as a stop gap arrangement • NOC from employer is required in case of Government employee. 	<ul style="list-style-type: none"> • Assist EPD/EPA/Project Director in formulation of projects / plans for making improvement in environmental governance and environmental management. • Assess policy vehicles relating to environmental protection and sustainable development, and to recommend better policy and plans. • Organize and prioritize critical issues and required information in facilitating efficient decision making. • Gather data and other information to be used in environmental and sustainable development planning • Compile and organize environmental data collected by others and work with those who collect the data and interpret it for informed decision making in environmental protection sector in the province. • Prepare scientific documents, technical reports, and environmental planning documents. • Any other task assigned by Project Director / Secretary EPD.
7.	<p>DEPUTY DIRECTOR (SOCIAL SAFEGUARDS EXPERT)</p> <p>Max Age: 45 Years</p> <ul style="list-style-type: none"> • In case of appointment of a person from market, s/he will draw tentative salary of Rs.300,000/- • In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy 	01	<ul style="list-style-type: none"> • Master Degree in Environmental Engineering/ M.Phil. in Environmental Sciences/Sociology/ Applied Social Science or other related disciplines from an HEC recognized university. (Master Degree i.e. 18-Years Education) • Have post-qualification experience of 05 years in case of MSc and 03 years in case of PhD. • Have Knowledge of World Bank safeguard policies • Familiar with Social Impact Assessments as well as participatory resource mapping and assessment. • Should be familiar with goals and national commitments under bilateral and multilateral environmental agreements, especially those concerning environmental and social safeguards. • Domiciled in province of the Punjab. • Government officers with above qualifications and 	<ul style="list-style-type: none"> • Selection of candidate from market / Government sector through advertisement of post in newspapers • By transfer of Government Officer of BPS-18 fulfilling the eligibility Criteria. • The eligibility criteria of age shall not stricto sensu apply to this key position in case of appointment of officers of EPD and other Govt. Departments for a period of six months as a stop gap arrangement 	<ul style="list-style-type: none"> • Ensure adherence to the World Bank and Asian Development Bank safeguard policies during preparation of projects documents (PC-I/PC-II) and execution of projects. • Carryout social impact assessment and organize participatory stakeholder engagement. • Address all sensitive and complex issues arisen during implementing the WB, ADB policies • Organize, analyze, interpret, and report on environmental and social safeguards data. • Assist in Implementation of environmental and social management framework. • Assess environmental and social safeguard issues in project activities. • Prepare Environmental and Social Safeguards guideline in consultation with the World to be used

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			<p>experience are also eligible as per applicable government policy.</p>	<ul style="list-style-type: none"> •NOC from employer is required in case of Government employee. 	<p>by line departments in implementation process of financed projects and program.</p> <ul style="list-style-type: none"> • Prepare Environmental and Social safeguard Plans and ensure that such plans are approved by relevant authorities before implementation. • Any other task assigned by Project Director / Secretary EPD.
8.	<p>DEPUTY DIRECTOR (ENVIRONMENTAL ECONOMIST)</p> <p>Max Age: 45 Years</p> <ul style="list-style-type: none"> • In case of appointment of a person from market, s/he will draw tentative salary of Rs.300,000/- • In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy. 	01	<ul style="list-style-type: none"> • Master's Degree in Environmental Economics/ Economics or other related disciplines from an HEC recognized university. (Master Degree i.e. 18-Years Education) • Have post-qualification experience of 05 years in case of Master Degree and 03 years in case of PhD. • Have knowledge in international and national environmental planning and governance. • Familiar with goals, requirements, and national commitments under bilateral and multilateral environmental agreements. • Domiciled in province of the Punjab. • Government officers with above qualifications and experience are also eligible as per applicable government policy. 	<ul style="list-style-type: none"> • Selection of candidate from market / Government sector through advertisement of post in newspapers • By transfer of Government Officer of BPS-18 fulfilling the eligibility Criteria. • The eligibility criteria of age shall not stricto sensu apply to this key position in case of appointment of officers of EPD and other Govt. Departments for a period of six months as a stop gap arrangement • NOC from employer is required in case of Government employee. 	<ul style="list-style-type: none"> • Calculate the value of environmental goods and capital. • Present economic and statistical concepts and results related to environmental issues in effective ways. • Estimate the effects of environmental legislation on the economy using economic instruments. • Develop and apply economic models to analyze environmental issues. • Advise on analysis and development of environmental economic policy instruments such as trading systems, green taxes, and financial incentives. • Contribute to formulation of economic policies relating to environmental issues. • Any other task assigned by Project Director / Secretary EPD
9.	<p>DEPUTY DIRECTOR (PROGRAM SPECIALIST-I)</p> <p>Max Age: 45 Years</p> <ul style="list-style-type: none"> • In case of appointment of a person from market, s/he will draw tentative salary of Rs. 300,000/- • In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy 	01	<ul style="list-style-type: none"> • Master Degree in Civil Engg. / Environmental Engg / Agriculture Engg. / Chemical Engg. / Water Resources Engg. / M.Phil. in Environmental Sciences from HEC recognized university. (Master Degree i.e. 18-Years Education) • Have post-qualification experience of 05 years in case of Master Degree and 03 years in case of PhD. • Have experience in designing, planning, execution, monitoring and management of development program/project. • Domiciled in province of the Punjab. • Government officers with above qualifications and experience are also eligible as per applicable government policy. 	<ul style="list-style-type: none"> • Selection of candidate from market / Government sector through advertisement of post in newspapers • By transfer of Government Officer of BPS-18 fulfilling the eligibility Criteria. • The eligibility criteria of age shall not stricto sensu apply to this key position in case of appointment of officers of EPD and other Govt. Departments for a period of six 	<ul style="list-style-type: none"> • Develop project plans, define project scope, goals and deliverables in collaboration with stakeholders to support and achieve defined goals. • Prepare project relevant documents. • Execute / implement PGDP under supervision of Project Director /Secretary, EPD. • Manage changes in project scope, identify potential crises, and recommend and devise contingency plans. • Prepare draft PC-I / PC-II of development projects • Work effectively with interdisciplinary teams for successful implementation of development projects and assigned tasks. • Make field visits to ensure smooth execution of

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				<p>months as a stop gap arrangement.</p> <ul style="list-style-type: none"> • NOC from employer is required in case of Government employee. 	<p>development projects of department.</p> <ul style="list-style-type: none"> • Draft and submit development budget proposals and recommend subsequent budget changes. • Plans and schedules project time lines and milestones using appropriate project management tools. • Develop and deliver progress reports, proposals, requirements documentation, and presentations. • Any other task assigned by Project Director / Secretary EPD.
10.	<p>DEPUTY DIRECTOR (PROGRAM SPECIALIST-II)</p> <p>Max Age: 45 Years</p> <ul style="list-style-type: none"> • In case of appointment of a person from market, s/he will draw tentative salary of Rs. 300,000/ • In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy 	01	<ul style="list-style-type: none"> • Master Degree in Civil Engg. / Environmental Engg. / Agriculture Engg. / Chemical Engg. / Water Resources Engg. / M.Phil. in Environmental Sciences from HEC recognized university. (Master Degree i.e. 18-Years Education) • Have post-qualification experience of 05 years in case of Master Degree and 03 years in case of PhD. • Have experience in designing, planning, execution, monitoring and management of development program/project. • Domiciled in province of the Punjab. • Government officers with above qualifications and experience are also eligible as per applicable government policy. 	<ul style="list-style-type: none"> • Selection of candidate from market / Government sector through advertisement of post in newspapers • By transfer of Government Officer of BPS-18 fulfilling the eligibility Criteria. • The eligibility criteria of age shall not stricto sensu apply to this key position in case of appointment of officers of EPD and other Govt. Departments for a period of six months as a stop gap arrangement. • The eligibility criteria shall not stricto sensu apply to this key position in case of appointment of officers of EPD and other Govt. Departments for a period of six months as a stop gap arrangement. • NOC from employer is required in case of Government employee. 	<ul style="list-style-type: none"> • Develop project plans, define project scope, goals and deliverables in collaboration with stakeholders to support and achieve defined goals. • Prepare project relevant documents. • Execute / implement PGDP under supervision of Project Director /Secretary, EPD. • Manage changes in project scope, identify potential crises, and recommend and devise contingency plans. • Prepare draft PC-I / PC-II of development projects • Work effectively with interdisciplinary teams for successful implementation of development projects and assigned tasks. • Make field visits to ensure smooth execution of development projects of department. • Draft and submit development budget proposals and recommend subsequent budget changes. • Plans and schedules project timelines and milestones using appropriate project management tools. • Develop and deliver progress reports, proposals, requirements documentation, and presentations. • Any other task assigned by Project Director / Secretary EPD.
11.	<p>DEPUTY DIRECTOR (MONITORING & EVALUATION EXPERT)</p> <p>Max Age: 45 Years</p> <ul style="list-style-type: none"> • In case of appointment of a person from market, s/he will draw tentative salary of Rs.300,000/- 	01	<ul style="list-style-type: none"> • Master Degree in Engineering / Sciences / Management / Administration / Statistics, International Development / Social Sciences from HEC recognized university. • Have post-qualification experience of 05 years in case 	<ul style="list-style-type: none"> • Selection of candidate from market / Government sector through advertisement of post in newspapers • By transfer of Government 	<ul style="list-style-type: none"> • Provide technical expertise pertaining to Planning, M&E and Knowledge Management. • Introduce and develop Project Planning, M&E tools, modules and guidance notes for the effective implementation of the Project;

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	<ul style="list-style-type: none"> In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy 		<ul style="list-style-type: none"> of Master Degree and 03 years in case of PhD. Experience of latest trends in project monitoring & evaluation systems. Proven success in designing, implementing, and operating project M&E systems from project initiation to closeout stages. Knowledge of major evaluation methodologies (e.g., qualitative, quantitative, mixed method, and impact) and data collection and analysis methodologies. Domiciled in province of the Punjab. Government officers with above qualifications and experience are also eligible as per applicable government policy. 	<ul style="list-style-type: none"> Officer of BPS-18 fulfilling the eligibility Criteria. The eligibility criteria of age shall not stricto sensu apply to this key position in case of appointment of officers of EPD and other Govt. Departments for a period of six months as a stop gap arrangement NOC from employer is required in case of Government employee. 	<ul style="list-style-type: none"> Review and consolidation of quarterly and annual Progress reports of PGDP. Support all M&E initiatives for grant(s)/project(s) including monitoring data quality, tracking the progress of activities, and contribute to staff capacity building initiatives. Any other task assigned by Project Director / Secretary EPD
12.	<p>DEPUTY DIRECTOR (ADMIN)</p> <p>Max Age: 45 Years</p> <ul style="list-style-type: none"> In case of appointment of a person from market, s/he will draw tentative salary of Rs.300,000/- In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy 	01	<ul style="list-style-type: none"> M.Com / MBA / Master's degree in Public Administration, Business Administration, Public Policy, Project Management from HEC recognized University from HEC recognized institute / university. (Master Degree i.e. 16-Years Education) 07 years post-qualification experience in administration and financial management, preferably in public sector. Fully aware of Government Rules, Procedures and regulations for administration. Domiciled in province of the Punjab. Government officers with above qualifications and experience are also eligible as per applicable government policy. 	<ul style="list-style-type: none"> Selection of candidate from market / Government sector through advertisement of post in newspapers By transfer of Government Officer of BPS-18 fulfilling the eligibility Criteria. The eligibility criteria of age shall not stricto sensu apply to this key position in case of appointment of officers of EPD and other Govt. Departments for a period of six months as a stop gap arrangement NOC from employer is required in case of Government employee. 	<ul style="list-style-type: none"> Handle administrative matters of employees of PGDP. Any other task assigned by the Program Director / Secretary EPD. Deal with administrative matters of the office / staff. Any other task assigned by the Project Director / Secretary EPD.
13.	<p>DEPUTY DIRECTOR (BUDGET & ACCOUNTS EXPERT)</p> <p>Max Age: 45 Years</p> <ul style="list-style-type: none"> In case of appointment of a person from market, s/he will draw tentative salary of Rs.300,000/- In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy. 	01	<ul style="list-style-type: none"> M.Com/ CA / CFA, MA (S.A.S), or MBA (Finance) or Master's degree in other related disciplines from HEC recognized institute / university. (Master Degree i.e. 16-Years Education) 05 years' post-qualification experience of preparing/ maintaining of accounts in public organization Full knowledge of Government bills processing procedures / World Bank releases / re-imburements / DLIs and payments. Domiciled in province of the Punjab. Government officers with above qualifications and 	<ul style="list-style-type: none"> Selection of candidate from market / Government sector through advertisement of post in newspapers By transfer of Government Officer of BPS-18 fulfilling the eligibility Criteria. The eligibility criteria of age shall not stricto 	<ul style="list-style-type: none"> Organize and maintain all files, records, cash and cash equivalents in accordance with policies and procedures. Record, store, access, and/or analyze computerized financial information. Classify, code, and summarize numerical and financial data to compile and keep financial records, using ledgers, and/or computers. Complete period-end closing procedures and reports as specified. Prepare, review, reconcile, and issue bills, invoices,

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			experience are also eligible as per applicable government policy.	sensus apply to this key position in case of appointment of officers of EPD and other Govt. Departments for a period of six months as a stop gap arrangement •NOC from employer is required in case of Government employee.	and account statements according to procedures. • Perform related duties and fulfills responsibilities as required. • Any other task assigned by Project Director / Secretary EPD
14.	<p>DEPUTY DIRECTOR (COMMUNICATIONS SPECIALIST)</p> <p>Max Age: 45 Years</p> <ul style="list-style-type: none"> In case of appointment of a person from market, s/he will draw tentative salary of Rs.300,000/- In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy 	01	<ul style="list-style-type: none"> Master's degree in mass communication / Journalism or other related disciplines from HEC recognized institute / university (Master Degree i.e. 16-Years Education) 05 years of relevant work post-qualification experience Working knowledge of the government departments is preferable. Domiciled in province of the Punjab. Government officers with above qualifications and experience are also eligible as per applicable government policy. 	<ul style="list-style-type: none"> Selection of candidate from market / Government sector through advertisement of post in newspapers By transfer of Government Officer of BPS-18 fulfilling the eligibility Criteria. The eligibility criteria of age shall not stricto sensu apply to this key position in case of appointment of officers of EPD and other Govt. Departments for a period of six months as a stop gap arrangement. NOC from employer is required in case of Government employee. 	<ul style="list-style-type: none"> Drafting and disseminating press releases and managing public events. Develop a comprehensive communication framework to design and deliver a coherent strategic and differentiated communications and marketing strategy, reaching out to multiple levels of target audience. Encourage key institutions and stakeholders to work towards a shared vision of promoting Environmental awareness Launch a multi-pronged, high profile image building campaign to promote Environmental Awareness through print, digital and social media, achieving consistency, recall and reach through developing new channels of engagement and knowledge sharing Draft and send press releases containing important updates about the Environmental initiatives to print and broadcast media outlets. Organize events on Environmental Awareness to increase environmental awareness/ knowledge on recent developments Any other task assigned by Project Director / Secretary EPD.
15.	<p>DEPUTY DIRECTOR (PROCUREMENT)</p> <p>Max Age: 45 Years</p> <ul style="list-style-type: none"> In case of appointment of a person from market, s/he will draw tentative salary of Rs.300,000/- In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy. 	01	<ul style="list-style-type: none"> Master's Degree in Business Administration / Public Administration/ Contract Management/ Project Management / Finance/ Public Policy/ B.Sc. (Engineering) from HEC recognized University. (Master Degree i.e. 16-Years Education) Have post-qualification experience of 05 years in case of Master Degree and 07 years in case of B.Sc./Bachelor Degree of large/small scale procurements in reputed organizations. 	<ul style="list-style-type: none"> Selection of candidate from market / Government sector through advertisement of post in newspapers By transfer of Government Officer of BPS-18 fulfilling the eligibility Criteria. 	<ul style="list-style-type: none"> Make procurements of goods, services and works under PGDP as per PPRA Rules and other Government Policies / Regulations / Rules. Develop specifications, Purchase Order and quality assurance criteria. Monitor contractor performance for compliance with applicable laws, delivery schedules and payment provisions.

Sr. No.	Name of Post, Age and Salary	No of Posts	Minimum Qualification for Appointment	Method of Recruitment	Job Description
			<ul style="list-style-type: none"> • Domiciled in province of the Punjab. • Government officers with above qualifications and experience are also eligible as per applicable government policy. 	<ul style="list-style-type: none"> • The eligibility criteria of age shall not stricto sensu apply to this key position in case of appointment of officers of EPD and other Govt. Departments for a period of six months as a stop gap arrangement • NOC from employer is required in case of Government employee. 	<ul style="list-style-type: none"> • Analyze price and cost data to establish transparency in procurements. • Conduct pre- and post-award conferences and site visits, where required. • Any other task assigned by Project Director / Secretary EPD.
16.	<p>ASSISTANT DIRECTOR (MIS)</p> <p>Max Age: 40 Years</p> <ul style="list-style-type: none"> • In case of appointment of a person from market, s/he will draw tentative salary of Rs.200,000/ • In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy. 	01	<ul style="list-style-type: none"> • Bachelor's Degree in IT / Computer Science / Computer Engg./ Network Administration/ Electronics Engineering from HEC recognized University. (Master Degree i.e. 16-Years Education) • 03 years post-qualification experience in LAN & WAN installation & configuration, routing & switching, and network security. • Effective problem-solving skills. • Domiciled in province of the Punjab. • Domiciled in province of the Punjab. • Government officers with above qualifications and experience are also eligible as per applicable government policy. 	<ul style="list-style-type: none"> • Selection of candidate from market / Government sector through advertisement of post in newspapers • By transfer of Government Officer of BPS-17 fulfilling the eligibility Criteria. • The eligibility criteria of age shall not stricto sensu apply to this key position in case of appointment of officers of EPD and other Govt. Departments for a period of six months as a stop gap arrangement • NOC from employer is required in case of Government employee. 	<ul style="list-style-type: none"> • Work with departmental officers/officials to determine future network needs and plan for network & system changes. • Develop methods and tools to be used to test and implement new LAN/WAN equipment. • Establishes network specifications by conferring with users; analyzing workflow, access, information, and security requirements; designing router administration, including interface configuration and routing protocols. • Address IT relates issues / matters of SP&IU in best professional manner. • Any other task assigned by Project Director / Secretary EPD.
17.	<p>ASSISTANT DIRECTOR (ENVIRONMENTAL EXPERT)</p> <p>Max Age: 40 Years</p> <ul style="list-style-type: none"> • In case of appointment of a person from market, s/he will draw tentative salary of Rs.200,000/ • In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy 	01	<ul style="list-style-type: none"> • BSc. in Environmental Engg./Civil Engg./ Agricultural Engg./Chemical Engg/ M.Sc. in Environmental Sciences from HEC recognized university. (Master Degree i.e. 16-Years Education) • Have post-qualification experience of 03 years in case of MSc. and 05 years in case of BSc. • Have knowledge and experience in national environmental planning and governance. • Familiar with goals and national commitments under bilateral and multilateral environmental agreements. 	<ul style="list-style-type: none"> • Selection of candidate from market / Government sector through advertisement of post in newspapers • By transfer of Government Officer of BPS-17 fulfilling the eligibility Criteria. • The eligibility criteria of age shall not stricto 	<ul style="list-style-type: none"> • Gather data and other information to be used in environmental and sustainable development planning • Compile and organize environmental data collected by others and work and interpret it for informed decision making in environment sector in the province. • Draft scientific documents, technical reports, and environmental policy documents. • Any other task assigned by Project Director / Secretary EPD

Sr. No.	Name of Post, Age and Salary	No of Posts	Minimum Qualification for Appointment	Method of Recruitment	Job Description
			<ul style="list-style-type: none"> • Domiciled in province of the Punjab. • Government officers with above qualifications and experience are also eligible as per applicable government policy. 	<p>sensu apply to this key position in case of appointment of officers of EPD and other Govt. Departments for a period of six months as a stop gap arrangement</p> <ul style="list-style-type: none"> •NOC from employer is required in case of Government employee. 	
18.	<p>ASSISTANT DIRECTOR (GIS SPECIALIST)</p> <p>Max Age: 40 Years</p> <ul style="list-style-type: none"> • In case of appointment of a person from market, s/he will draw tentative salary of Rs.200,000/- • In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy 	01	<ul style="list-style-type: none"> • B.Sc. in GIS from HEC recognized University. (Master Degree i.e. 16-Years Education) • Should have over all 05 years post-qualification experience. • Have experience of administrating GIS in a government or a large private sector organization. • Domiciled in province of the Punjab. • Government officers with above qualifications and experience are also eligible as per applicable government policy. 	<ul style="list-style-type: none"> • Selection of candidate from market / Government sector through advertisement of post in newspapers • By transfer of Government Officer of BPS-17 fulfilling the eligibility Criteria. • The eligibility criteria of age shall not stricto sensu apply to this key position in case of appointment of officers of EPD and other Govt. Departments for a period of six months as a stop gap arrangement. • NOC from employer is required in case of Government employee. 	<ul style="list-style-type: none"> • Analyze needs of the department to define appropriate GIS products or services; design and create maps. • Prepare reports, maps, charts, and metadata to describe programming procedures, data requirements, and software functions. • Design and develop GIS application procedure and custom programming as required and write, test, and execute those programs. • Perform moderate to complex GIS analysis and geo-processing functions, including input, editing, manipulation, management, and analysis of spatial and tabular data • Organize data acquisition and coordinate with enterprise-level GIS services, policies, standards, and procedures with professionals and outside agencies. • Perform related duties and fulfills responsibilities as required. • Any other task assigned by Project Director / Secretary EPD
19.	<p>ASSISTANT DIRECTOR (GRIEVANCE REDRESSAL OFFICER)</p> <p>Max Age: 40 Years</p> <ul style="list-style-type: none"> • In case of appointment of a person from market, s/he will draw tentative salary of Rs.200,000/- • In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy. 	01	<ul style="list-style-type: none"> • LLB or B.A/B.S. degree in social sciences, business administration, development studies, environmental sciences, environmental engineering. (Master Degree i.e. 16-Years Education) • Good understanding of grievances redressal system / procedures / requirements of World Bank and other donor agencies. • 03 years of post-qualification experience in the development sector. • Good understanding of design and implementation of government and donor programs. • Familiar with concepts of project management and project cycle management. 	<ul style="list-style-type: none"> • Selection of candidate from market / Government sector through advertisement of post in newspapers • By transfer of Government Officer of BPS-17 fulfilling the eligibility Criteria. • The eligibility criteria of age shall not stricto sensu apply to this key position in 	<ul style="list-style-type: none"> • Ensure adherence to grievances redressal processes, monitor its implementation and initiate corrective action as per law. • Provide adequate and quick resolution to complaints. • Handle grievances in a professional, fair, ethical and confidential manner. • Provide assistance to authority for proper disposal/solution of complaints. • Take all necessary steps to resolve the complaints as per PPRA Rules 2014 / World Bank procedures / requirements.

Sr. No.	Name of Post, Age and Salary	No of Posts	Minimum Qualification for Appointment	Method of Recruitment	Job Description
			<ul style="list-style-type: none"> • Domiciled in province of the Punjab. • Government officers with above qualifications and experience are also eligible as per applicable government policy. 	<ul style="list-style-type: none"> • case of appointment of officers of EPD and other Govt. Departments for a period of six months as a stop gap arrangement. • NOC from employer is required in case of Government employee. 	
20.	<p>ASSISTANT DIRECTOR (INTERNAL AUDIT)</p> <p>Max Age: 40 Years</p> <ul style="list-style-type: none"> • In case of appointment of a person from market, s/he will draw tentative salary of Rs.200,000/- • In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy. 	01	<ul style="list-style-type: none"> • CA/ACMA/MBA/MPA or related discipline from HEC recognized institute / university (Master Degree i.e. 16-Years Education) • 05 years' post-qualification experience in Internal Auditing & Compliance. • Have complete knowledge of accounts, income tax, cost accounting etc. • Aware of the latest development of auditing and accounting techniques. • Domiciled in province of the Punjab. • Government officers with above qualifications and experience are also eligible as per applicable government policy. 	<ul style="list-style-type: none"> • Selection of candidate from market / Government sector through advertisement of post in newspapers • By transfer of Government Officer of BPS-17 fulfilling the eligibility Criteria. • The eligibility criteria of age shall not stricto sensu apply to this key position in case of appointment of officers of EPD and other Govt. Departments for a period of six months as a stop gap arrangement. • NOC from employer is required in case of Government employee. 	<ul style="list-style-type: none"> • Ensure compliance of internal control procedures by examining records, reports, operating practices, and documentation • Complete audit work papers by documenting audit tests and findings • Maintain internal audit systems by updating audit programs and questionnaires. • Communicate audit findings by preparing a final report; discussing findings with auditees • Ensure that procedures, policies and regulations are correctly followed while executing projects and making payments. • Any other task assigned by Project Director / Secretary EPD.
21.	<p>ASSISTANT DIRECTOR (GENDER SPECIALIST)</p> <ul style="list-style-type: none"> • In case of appointment of a person from market, s/he will draw tentative salary of Rs.200,000/- • In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy. 	01	<ul style="list-style-type: none"> • B.A/B.Sc. Social Sciences especially in gender studies from HEC recognized university (16-Years Education) • 03 Years post-qualification work experience in managing gender portfolio. • Have full knowledge of gender issues and social impacts. • Domiciled in province of the Punjab. • Government officers with above qualifications and experience are also eligible as per applicable government policy. 	<ul style="list-style-type: none"> • Selection of candidate from market / Government sector through advertisement of post in newspapers • By transfer of Government Officer of BPS-17 fulfilling the eligibility Criteria. • The eligibility criteria of age shall not stricto sensu apply to this key position in case of appointment of 	<ul style="list-style-type: none"> • Support the Project Director in implementation of gender related policies/ rules of World Bank / donors / Government of the Punjab. • Develop and disseminate a collection of good practice examples of gender mainstreaming in different types of works. • Provide technical support in the field of gender including the development of training activities • Support in implementing, monitoring and updating gender action plan with recent developments • Any other task assigned by Project Director / Secretary EPD.

Sr. No.	Name of Post, Age and Salary	No of Posts	Minimum Qualification for Appointment	Method of Recruitment	Job Description
				<p>officers of EPD and other Govt. Departments for a period of six months as a stop gap arrangement.</p> <ul style="list-style-type: none"> •NOC from employer is required in case of Government employee. 	
22.	<p>PROCUREMENT SPECIALIST</p> <p>Max Age: 40 Years</p> <ul style="list-style-type: none"> • In case of appointment of a person from market, s/he will draw tentative salary of Rs.200,000/ • In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy. 	01	<ul style="list-style-type: none"> • Master's Degree in Business Administration / Public Administration/Contract Management/Project Management / Finance/ Public Policy/ B.Sc. (Engineering) from HEC recognized University. (16-Years Education) • Have post-qualification experience of 03 years in case of Master Degree and 05 years in case of B.Sc./Bachelor Degree of large/small scale procurements in reputed organizations. Domiciled in province of the Punjab. • Government officers with above qualifications and experience are also eligible as per applicable government policy. 	<ul style="list-style-type: none"> • Selection of candidate from market / Government sector through advertisement of post in newspapers • By transfer of Government Officer of BPS-17 fulfilling the eligibility Criteria. • The eligibility criteria of age shall not stricto sensu apply to this key position in case of appointment of officers of EPD and other Govt. Departments for a period of six months as a stop gap arrangement • NOC from employer is required in case of Government employee. 	<ul style="list-style-type: none"> • Make procurements of goods, services and works under PGDP as per PPRA Rules and other Government Policies / Regulations / Rules. • Develop specifications, Purchase Order and quality assurance criteria. • Monitor contractor performance for compliance with applicable laws, delivery schedules and payment provisions. • Analyze price and cost data to establish transparency in procurements. • Conduct pre- and post-award conferences and site visits, where required. • Any other task assigned by Project Director / Secretary EPD
23.	<p>ACCOUNTANT /CASHIER / ASSISTANT</p> <p>Max Age: 40 Years</p> <ul style="list-style-type: none"> • In case of appointment of a person from market, s/he will draw tentative salary of Rs.150,000/ • In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy. 	01	<ul style="list-style-type: none"> • B.A. / B.Sc./ B.Com from HEC recognized institute / university • 05 years' post-qualification experience as cashier in public sector. • Domiciled in province of the Punjab. • Government officers with above qualifications and experience are also eligible as per applicable government policy. 	<ul style="list-style-type: none"> • Selection of candidate from market / Government sector through advertisement of post in newspapers • By transfer of Government Officer of BPS-16 fulfilling the eligibility Criteria. • The eligibility criteria of age shall not stricto sensu apply to this key position in case of appointment of officers of EPD and other Govt. Departments for a period of six months as a stop gap arrangement. 	<ul style="list-style-type: none"> • Prepare and process bills of goods/works/services as per donor procedures and Govt. of the Punjab rules. • Maintain Cash Book. • Drawing of payments from State Bank where required. • Any other task assigned by Project Director / Secretary EPD

Sr. No.	Name of Post, Age and Salary	No of Posts	Minimum Qualification for Appointment	Method of Recruitment	Job Description
				<ul style="list-style-type: none"> •NOC from employer is required in case of Government employee. 	
24.	<p>OFFICE SECRETARY</p> <ul style="list-style-type: none"> • Max Age: 40 Years • In case of appointment of a person from market, s/he will draw tentative salary of Rs.70,000/ <p>In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy.</p>	01	<ul style="list-style-type: none"> • BSC/B.COM/B.A. from HEC recognized university. • 5 years' experience of office work in similar capacity • Excellent communication (oral, written) and presentation skills • Outstanding organizational and planning abilities with the ability to handle and prioritize multiple tasks and relationships with attention. • Should be proficient in the use of information technology and computers. • Only persons domiciled in province of the Punjab are eligible to apply. • NOC is required from the present employer 	<ul style="list-style-type: none"> • Selection of candidate from market / Government sector through advertisement of post in newspapers • By transfer of Government Officer of BPS-12 fulfilling the eligibility Criteria. • NOC from employer is required in case of Government employee. 	<ul style="list-style-type: none"> • Provide support as required for office work.
25.	<p>JUNIOR COMPUTER OPERATOR</p> <p>Max Age: 35 Years</p> <ul style="list-style-type: none"> • In case of appointment of a person from market, s/he will draw tentative salary of Rs.70,000/ • In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy. 	05	<ul style="list-style-type: none"> • Intermediate + MS office / ICS (2nd Division) with 40 WPM speed on computer. • Domiciled in province of the Punjab. • Government officials with above qualifications and experience are also eligible as per applicable government policy. • 03 years work experience 	<ul style="list-style-type: none"> • Selection of candidate from market / Government sector through advertisement of post in newspapers • By transfer of Government official of BPS-12 fulfilling the eligibility Criteria. • NOC from employer is required in case of Government employee. 	<ul style="list-style-type: none"> • Do typing work on computer as per requirements of the controlling officer. • Manage all office files, records, and maintain data base in hard and soft form; • Any other task assigned by the Project Director / Controlling Officer.
26.	<p>STORE KEEPER / CARE-TAKER</p> <p>Max Age: 35 Years</p> <ul style="list-style-type: none"> • In case of appointment of a person from market, s/he will draw tentative salary of Rs.60,000/ • In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy. 	01	<ul style="list-style-type: none"> • Intermediate (ICS / I.Com/ FA/ F.Sc.) from a recognized board. • Domiciled in province of the Punjab. • Government officials with above qualifications and experience are also eligible as per applicable government policy. • 03 years work experience 	<ul style="list-style-type: none"> • Selection of candidate from market / Government sector through advertisement of post in newspapers • By transfer of Government Official of BPS-11 fulfilling the eligibility Criteria. • NOC from employer is required in case of Government employee. 	<ul style="list-style-type: none"> • Look after office goods equipment, office rooms sanitation etc, under the guidance of the controlling officer. • Take necessary steps for the repair and maintenance of official items (i.e. Vehicles, furniture & fixture and IT equipment.
27.	<p>DRIVER</p> <p>Max Age: 40 Years</p> <ul style="list-style-type: none"> • In case of appointment of a person from market, s/he will draw tentative salary of Rs.40,000/ • In case of selection / transfer of a Government 	04	<ul style="list-style-type: none"> • Matric • LTV License • 05 Years' experience • Domiciled in province of the Punjab. • Government officials with above qualifications and experience are also eligible as 	<ul style="list-style-type: none"> • Selection of candidate from market / Government sector through advertisement of post in newspapers 	<ul style="list-style-type: none"> • Drive and maintain logbook of vehicle.

Sr. No.	Name of Post, Age and Salary	No of Posts	Minimum Qualification for Appointment	Method of Recruitment	Job Description
	officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy.		per applicable government policy.	<ul style="list-style-type: none"> • By transfer of Government Official of BPS-04 fulfilling the eligibility Criteria. • NOC from employer is required in case of Government employee. 	
28.	<p>NAIB QASID / OFFICE BOY</p> <p>Max Age: 35 Years</p> <ul style="list-style-type: none"> • In case of appointment of a person from market, s/he will draw tentative salary of Rs.35,000/ • In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy. 	05	<ul style="list-style-type: none"> • Matric • Domiciled in province of the Punjab. • Government officials with above qualifications and experience are also eligible as per applicable government policy. 	<ul style="list-style-type: none"> • Selection of candidate from market / Government sector through advertisement of post in newspapers. • By transfer of Government Official of BPS-01 fulfilling the eligibility Criteria. • NOC from employer is required in case of Government employee 	<ul style="list-style-type: none"> • Regular cleaning of office premises, bathrooms, etc. • Prepare and serve tea when required. • Dusting of furniture / rooms / files.
29.	<p>SANTARY WORKER (BPS-01)</p> <p>Max Age: 40 Years</p> <ul style="list-style-type: none"> • In case of appointment of a person from market, s/he will draw tentative salary of Rs.35,000/ • In case of selection / transfer of a Government officer / official against the Post of SP&IU, s/he will draw her/his salary as per applicable Govt. Policy. 	02	<ul style="list-style-type: none"> • Middle • Domiciled in province of the Punjab. • Government officials with above qualifications and experience are also eligible as per applicable government policy. 	<ul style="list-style-type: none"> • Selection of candidate from market / Government sector through advertisement of post in newspapers • By transfer of Government Official fulfilling the eligibility Criteria. • NOC from employer is required in case of Government employee. 	<ul style="list-style-type: none"> • Regular cleaning of office premises, bathrooms, etc.

2. General Instructions

1. Prospective applicants are advised to read requisite qualification, age, experience, salary package and job descriptions thoroughly available at Departmental Website i.e. www.epd.punjab.gov.pk/jobs for better understanding about the project/ roles/ responsibilities.
2. All the positions are project positions / temporary till June 2023 or till the completion of the project / program.
3. Test/interview date will be communicated to shortlisted candidates only.
4. The Application Form available at EPD website along with CV, attested copies of all relevant documents/testimonials in descending order, experience certificate, CNIC & 2 latest passport size photographs must reach in the office of Director (Admin, Finance & Procurement) Environment Protection Department, Gate No. 10. National Hockey Stadium, Qaddafi Stadium Complex, Lahore by **15.07.2020** before closure of office hours.
5. Separate application containing all documents should be sent for each post in case a candidate intends to apply for more than one posts.
6. If any instruction available on the website or advertisement is found contradictory to the relevant Law, Rules and Regulations and Policy Decisions, the relevant Laws, Rules and Regulations and Policy Decisions will prevail over the instructions.
7. Persons already in Government Service should send their applications through proper channel and attach NOC issued by the concerned Department/employer.
8. Applications received after due date and incomplete ones will not be entertained.
9. No. TA/DA will be admissible for attending test / interview etc.
10. Department may increase or decrease the number of posts as per its requirements.
11. All recruitments will be made as per applicable Government Policies/Rules/Regulations.

3. Application Form



Eligibility Criteria: **(If your reply is yes to A,B& C below, then please proceed further).**

A. Do you have the relevant qualification of the post mentioned in advertisement?	YES	NO
B. Do you have the relevant experience required for the post?	YES	NO
C. Is your age according to the prescribed age as on closing date?	YES	NO

1) Application for the Post:

2) Name of Applicant: (Name in block letters)	
Father's Name:	Domicile District:
Date of Birth:	Age (on closing date):
CNIC No:	Religion:
Contact No:	Email Address:
Postal Address:	

3) Academic Qualification

Certificate / Degree Level	Title of Degree	Major Subject / Specialization	Passing Year	Obtained Marks & Percentage	Total Marks
Matric (10 Years)					
Intermediate (12 Years)					
Bachelor (14 Years, if applicable)					
Bachelor (Hons.) / Master (16 Years)					
MS/M.Phil. (18 Years)					
Ph.D.					

4) Employment Record / Experience:

Sr. No.	Organization / Employer Name (Please write the most recent first)	Job Title/Position	Job Duration	
			From	To
1				
2				
3				
4				
Total Job Experience in relevant field as on closing date of application:				

5) Training/courses/Attended etc.

Sr. No.	Diploma / Certificate	Duration	Institute / University	Marks / Grade
01				
02				
03				
04				
05				

6) Additional Expertise (if any):

7) Hafiz-e-Quran:

Yes NO

8) (i) Are you a Government Servant and applying through proper channel :

Yes NO

(ii) NOC attached :

Yes No

9) Driving License information (for drivers only):

(i) Do you have valid Driving License:

Yes NO

(ii) Issuing Authority:

(iii) Type:

(iv) Expiry Date :

10) Undertaking by the Applicant:

<p>I _____, S/D/W of _____</p> <p>_____ do hereby declare that I have read and understood the instructions and conditions of the post, and filled-up the application form as per instructions and attached the relevant documents/experience certificates, as desired. In case of any information contained herein is found to be missing, untrue, false or forged at any stage, my candidature can be cancelled at any stage(even after employment, if so revealed later), and I shall be liable to be proceeded upon legal action.</p> <p>Date: _____ Candidate's _____ Signature _____</p>	<p style="text-align: center;">Picture 2</p> <p>Affix your recent Passport Size color photograph</p>
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(11) **Checklist:** Please check whether you have attached the copies of following.

#	Description	Yes	No
1	Attested Copy of Matric Certificate		
2	Attested Copy of Intermediate Certificate		
3	Attested Copy of Bachelor Degree (If applicable)		
4	Attested Copy of Master/M.Phil Degree (If applicable)		
5	Attested Copy of PhD Degree (If applicable)		
6	Attested Copy of CNIC		
7	Attested Copy of Domicile		
8	Attested Copy of Experience Certificate		
9	Photograph (02 Passport size)		