



NO.SO(Admn-I)7-32/2016  
**GOVERNMENT OF THE PUNJAB  
HIGHER EDUCATION DEPARTMENT**

Dated Lahore, the 31<sup>st</sup> May 2024

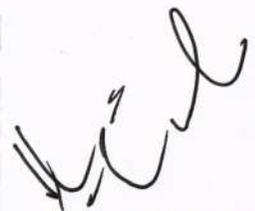
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Applications are invited from suitable candidates for the following positions for the Strategic Planning Unit project (SPU), Higher Education Department.

S.No.	Name of Post	No. of Posts	Qualification/ Experience	Age (Years)	Pay Package (PKR)
1	IT Specialist	1	<ul style="list-style-type: none"><li>• 16 years education in Computer Science, Software Engineering, Information Technology or equivalent from HEC recognized University.</li><li>• Minimum 5 years of experience in IT sector. Software development experience is preferred.</li><li>• Ability to accurately gather, analyse and interpret data, identify and define problems and make recommendations for resolution.</li><li>• Working knowledge of relevant operating systems, software and programming.</li><li>• Able to take a variety of tasks from start to finish with minimal supervision.</li></ul>	30-50	180,000/-
2	Financial Specialist	1	<ul style="list-style-type: none"><li>• 16 years of education in Finance, Accounting, Business Administration (Finance), Statistics, Mathematics, Commerce or CA/ACCA/ACMA/CFA or equivalent from HEC recognized university.</li><li>• 5 years' experience in financial management in public / private sector.</li><li>• Familiar with the latest accounting rules and regulations and have experience of handling financial management.</li><li>• Should be well aware of Accounting Standards of Budget &amp; Accounts. Also have experience of handling Departmental Accounts procedure &amp; AG office procedures.</li><li>• Well conversant with financial rules of government.</li></ul>	30-50	180,000/-
3	Communication Specialist	1	<ul style="list-style-type: none"><li>• 16 years of education in Mass Communications, Journalism, Public Relations or equivalent from HEC recognized university</li><li>• 5 years of experience in communication, public relationship, mass communication or relevant fields.</li><li>• Highly computer literate with capability in MS Office and related business and communication tools.</li></ul>	30-50	180,000/-

  
**Section Officer (General)**  
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S.No.	Name of Post	No. of Posts	Qualification/ Experience	Age (Years)	Pay Package (PKR)
			<ul style="list-style-type: none"> <li>• Must have excellent skills in writing and editing.</li> <li>• Must have Content writing experience for all media platforms.</li> <li>• Proven social media and networking expertise.</li> </ul>		
4	Data Analyst	1	<ul style="list-style-type: none"> <li>• 16 Years of education in Mathematics, Computer Science, Information Technology, Statistics, Economics, Data Analytics or equivalent from HEC recognized university.</li> <li>• 3 years' experience of data analysis.</li> <li>• Proven analytic skills, including data mining, evaluation, analysis of data and visualization of future goals/targets.</li> <li>• Technical writing experience in relevant areas, including queries, reports, and presentations.</li> <li>• Command on Microsoft Office, latest Operating System and Statistical soft wares like STATA, E-views, SPSS or relevant.</li> <li>• Expert in research and data collection skills, organizational and time-management skills and command on database structure</li> <li>• Proven working experience as a data analyst or business data analyst</li> </ul>	25-45	150,000/-
5	Planning Officer	2	<ul style="list-style-type: none"> <li>• 16 years of education in Economics, Commerce, Statistics, Mathematics, Business Administration, Public Administration, Computer Sciences or equivalent from HEC recognized university.</li> <li>• At least 2 years' experience. Experience in in development planning / planning management in public sector will be preferred.</li> <li>• Should be computer literate having command on MS Office.</li> </ul>	25-40	80,000/-
6	Monitoring & Evaluation Officer	2	<ul style="list-style-type: none"> <li>• 16 years of education in Quality Management, Public Administration, Project Management, Economics, Finance, Statistics, Mathematics or equivalent from HEC recognized university.</li> <li>• At least 2 years' experience in Assessment, Monitoring and Evaluation or related field.</li> <li>• Should be computer literate having experience of Computer Software's MS Office Suite and STATA.</li> </ul>	25-40	80,000/-
7	IT Associate	1	<ul style="list-style-type: none"> <li>• Bachelor in Computer Science or equivalent field.</li> <li>• 2 years' experience with command on Microsoft Office and expert in MS power point and use of soft-wares for making presentations.</li> <li>• Software development experience will be added advantage.</li> </ul>	25-40	80,000/-



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			<ul style="list-style-type: none"> <li>• Have good communication, time-management and presentation skills.</li> <li>• 06 months short course on Microsoft Office/web development/graphic designing will be added advantage.</li> </ul>		
8	Research Associate	2	<ul style="list-style-type: none"> <li>• 16 years of education in Economics, Statistics, Business Administration, Computer Sciences, information Technology, Public Policy, Public Administration, Mathematics or equivalent from HEC recognized university.</li> <li>• Must have strong communication, written &amp; presentation skills.</li> <li>• Proficiency in written as well as spoken English.</li> <li>• Well conversant with latest research methodology.</li> <li>• Should be computer literate having command on MS Office.</li> </ul>	22-30	65,000/-
9	Computer Assistant	1	<ul style="list-style-type: none"> <li>• Bachelor degree or diploma in Computer Science.</li> <li>• Having command on Microsoft Office to process data with excellent typing speed.</li> <li>• Preference will be given who have 3 months short course on Microsoft Office.</li> </ul>	22-30	40,000/-
10	Office Assistant	2	<ul style="list-style-type: none"> <li>• Graduate degree from HEC recognized university with Economics, Mathematics, Statistics, Finance, Business, Management Sciences or equivalent from HEC recognized university.</li> <li>• At least 1 years' experience of any reputed public or private organization.</li> <li>• Should be computer literate having command on MS Office.</li> </ul>	22-35	40,000/-
11	Office Boy	1	<ul style="list-style-type: none"> <li>• Middle</li> <li>• Should have work experience of different office environment.</li> </ul>	18-35 years	25,000/-

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S.No.	Name of Post	No. of Posts	Qualification/ Experience	Age (Years)	Pay Package (PKR)
12	Drivers	4	<ul style="list-style-type: none"><li>• Middle</li><li>• Valid LTV License</li><li>• 2 years of experience</li></ul>	18 to 35	25,000/-

### **GENERAL TERMS AND CONDITIONS**

- I.** Applications typed on the prescribed Form (available at website of Higher Education Department /<https://hed.punjab.gov.pk/>) with attested copies of CNIC, Degree and Certificates along with detailed CV should reach the office of Section Officer (General), Higher Education Department, New Anarkali Bazar Opposite Lahore Museum, Lahore, latest by **25.06.2024**, clearly indicating the name of post on the upper right corner of the envelope. Applications received after the given date shall not be considered.
- II.** Candidates having domicile of Punjab can apply for these posts.
- III.** Separate form and envelope should be used for each post in case a candidate intends to apply for two or more posts.
- IV.** The appointment will be made under Recruitment Policy, 2022 (as amended), for a period of 01 year, extendable upon satisfactory performance, till the expiry of gestation paper.
- V.** Govt. employees should apply through proper channel.

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- VI.** The competent authority reserves the right to increase / decrease the number of any of the post mentioned above without showing any reason.
- VII.** Incomplete applications shall be rejected and only the short-listed candidates will be called for test / interview but no TA /DA shall be paid for the purpose.
- VIII.** The department reserves the right to reject any application without assigning any reason.
- IX.** Relaxation in upper age limit shall be applicable as per policy of Govt. of the Punjab.

**SECRETARY  
HIGHER EDUCATION DEPARTMENT**

  
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