ESTABLISHMENT OF PROJECT PLANNING & DEVELOPMENT UNIT (PPDU)

JOB DESCRIPTION

Sr. No.	Name of Posts	No. of Position	Age Limit	Eligibility Criteria	Job Description
01	Civil Engineer (PPS-10)	01 Position (Merit)	Min - 35 and above	• Master/ Bachelors in relevant field or Equivalent from HEC recognized institute / university (Master Degree / Bachelors (Hons) i.e. 16-Years Education) • Minimum 10 Years of Post- Qualification Experience in the relevant domain	• Ensure quality of civil work of development projects; • Ensure completion of work as per schedule through monthly visit of each site; • Submit monthly reports to PDs; • Perform other related duties as and when required
02	Assistant (PPS-06)	01 Position (Merit)	Min-22 Max-35	• BA / BSc / B.com from HEC recognized university • Minimum 2 years of post-qualification experience in relevant domain	• Organize and manage files, acting as receptionists, scheduled meetings and appointments and support other staff with organizational task; • Maintain diaries, receipts and letter issues and update / maintain databases such as wearing lists, contact lists and client information; • Retrieve information when requested; • Performance related work as and when required
03	Data Entry Officer (PPS-05)	01 Position (Merit)	Min-22 Max-35	• BSC / B.com / BA from HEC recognized university • Certified from a recognized institute in M.S. Office • Minimum 2 years of post-qualification experience in relevant domain	• Prepare, compile and sort documents for data entry; • Verifies and logs receipts of data; • Transfer source data into the required electronic format; • Transfer information from paper formats into computer files using keyboards, data records, or optical scanners;

					• Respond to queries for information and access relevant files and ensure proper use of office equipment and address any malfunctions; • Perform related work as and when required

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