



SITUATION VACANT

Applications from suitable candidates are invited on prescribed form for the following posts:

S.#	Name of Post /BPS	No. of Posts	Qualification / Experience	Age Limit in years
1.	Chief Security Officer (on fixed pay basis), Salary will be mutually decided as per qualification / experience	1	<ul style="list-style-type: none"> Retired Major from Infantry /Armored Corps or equivalent rank of armed forces Minimum 10 years of experience The officer should be medically fit. The candidate should possess at least a graduate degree. Relevant experience in Security Matters shall be considered as additional advantage. <p>Note:- Compulsory Retired from Army on discipline/in-efficiency/medical grounds are not eligible to apply</p>	40-45
2.	Accountant, BS-16	1	<ul style="list-style-type: none"> B.Com /BBA at least 2nd division Practical experience of 5 years. <p>(Experience in Peachtree, Quickbooks, MS Excel or any other accounting software will be preferred)</p>	20 – 33
3.	Procurement Officer, BS-16	1	<ul style="list-style-type: none"> BA/B.Sc. at least 2nd division Experience of purchase & stores at least 5 years. Knowledge of Accounts <p>(Knowledge of software based inventory management system will be considered as plus)</p>	21 – 40
4.	Assistant Private Secretary, BS-16	2	<ul style="list-style-type: none"> Graduate at least 2nd division. Shorthand 100 wpm and typing 40 wpm. Experience in Computer Operation. <p>(Knowledge of filing/record management in public sector will be considered as plus)</p>	20 – 33
5.	Senior Auditor, BS-16	1	<ul style="list-style-type: none"> B.Com/BBA 5 year experience in Accounts, Audit. Computer literacy would be preferred. 	21 – 40
6.	Senior Lady Teacher, BS-14.	1	<ul style="list-style-type: none"> Bachelor degree or equivalent Preference will be given to diploma holder in Home Economics. 3 years relevant experience. 	18 – 30
7.	Steno-Typist, BS-14	1	<ul style="list-style-type: none"> Intermediate at least 2nd division. Shorthand 80 wpm and typing 40 wpm Must be computer literate 	18 – 30
8.	Cameraman, BS-13	1	<ul style="list-style-type: none"> FA/F.Sc. at least 2nd division. Professional experience for 5 years in still and video photography. <p>(Knowledge of video editing softwares like Filmora etc and experience in still photography editing softwares like Photoshop etc will be considered as plus)</p>	18 – 30
9.	Research Supervisor, BS-11	1	<ul style="list-style-type: none"> BA/B.Sc. at least 2nd division. 2 year experience in Research. 	18 – 30
10.	Dispenser, BS-8	1	<ul style="list-style-type: none"> Matric at least 2nd division. Dispenser Certificate from a recognized authority. Experience 3 years as Dispenser. 	18 – 30
11.	Cook, BS-7	1	<ul style="list-style-type: none"> Matric 3 years experience in cooking of Pakistani & foreign dishes. <p>(Experience in civil/defense services mess/ food section of large size private institution/large size hotel will be considered as plus).</p>	18 – 30
12.	Carpenter, BS-5	1	<ul style="list-style-type: none"> Primary pass Practical experience for 5 years in carpentry 	18 – 30
13.	Memographer / Duplicate Machine Operator, BS-5	1	<ul style="list-style-type: none"> Matric at least 2nd division. 2 year experience of operating duplicating/photo copier/other such machines. <p>(Familiarity with different brands of photocopier machine and an ability to run/maintain and keep it functional and able to do minor repair work will be plus)</p>	18 – 30
14.	Tube-well Operator, BS-5	1	<ul style="list-style-type: none"> Primary pass. 3 years practical experience. <p>(Must know the operations of Turbine/Submersible system with its knowledge)</p>	18 – 30
15.	Driver, BS-4	2	<ul style="list-style-type: none"> Primary LTV/HTV/PSV license holder. 5 years practical experience. 	18 – 30

Deputy Director
(Admin)
PARD Peshawar

16	Pantry man Tea-man, BS-4	1	<ul style="list-style-type: none"> Primary pass 3 year professional experience 	18 - 30
17	Chowkidar, BS-1	7	<ul style="list-style-type: none"> Primary pass Ex-serviceman will be preferred 	25 - 45
18	Naib Qasid, BS-1	5	<ul style="list-style-type: none"> Primary pass with desirable experience. (Minimum 2 years practical experience in office with knowledge of English and Urdu will be considered as plus)	18 - 30
19	Hostel Attendant, BS-1	2	<ul style="list-style-type: none"> Primary pass. At least one year experience as Bearer or Room Attendant in Hotels. (Practical experience as bearer in civil/defense services will be considered as plus)	18 - 30
20	Mali, BS-1	6	<ul style="list-style-type: none"> Primary pass Should be conversant with gardening and floriculture. 	18 - 30
21	Cooly, BS-1	1	<ul style="list-style-type: none"> Primary pass. 1 year professional experience. 	18 - 30
22	Sweeper, BS-1	3	<ul style="list-style-type: none"> Primary pass. (Practical experience as farash/khakroob in a hospital or hotel will be plus)	18 - 30
23	Naib Qasida (Female)/Bulawi BS-1	1	<ul style="list-style-type: none"> Primary pass. (Minimum 2 years practical experience in office with knowledge of English and Urdu will be considered as plus)	18 - 30
Total		43	-----	-----

GENERAL INSTRUCTIONS:-

- Government servants should apply through proper channel.
- General Relaxation of 5 year in upper age limit is already included other age relaxation claims will be considered as Federal Government Rules.
- Suitable candidates should send their applications on the prescribed format downloadable from PARD website (www.pard.gov.pk) along with 01 passport size photograph and attested copy of CNIC to following address.
- Hard copies of educational documents are not required with the application form, however, shortlisted candidates will provide original documents along-with one attested set at the time of interview.**
- Candidates applying for more than one post shall apply separately for each post with separate envelopes.
- All Contingents/Daily Wages staff, already working in PARD Peshawar shall also apply for relevant post, as per eligibility criteria.
- Contingent/Daily Wage Employees presently serving in PARD, Peshawar will be awarded extra marks for their work experience and the period served here will be excluded for the purpose of determination of upper age limit as per Establishment Division's Office Memorandum No. F.53/1/2008-SP dated 11.05.2017.
- Only short listed eligible candidates shall be called for test/interview.
- Not TA/DA will be admissible for test/interview.
- Applications complete in all respects should reach this office through post/courier only on or before 26-02-2024.
- Applications received after due date will not be entertained
- Provincial, regional and other quota will be observed strictly per rule.
- Academy reserved the rights to increase/decrease or delete number of post advertised.
- Academy also reserved the rights to cancel/postponed the advertisement partially or fully without mentioning any reasons.
- Written Test and Demo will also be part of selection process where deem necessary

Directing Staff (Admin)
PARD, Peshawar

Mailing Address:

Directing Staff (Admn), Pakistan Academy for Rural Development, University Town, Near Khyber Teaching Hospital, Adjacent to Khyber Pharmacy Post Code # 25120, Peshawar.
Phone # 091-9224472

Application Form

Quota (Tick) Merit Provincial Disability Minority Other(specify).....	Instructions <ul style="list-style-type: none"> • Use capital letters • Use extra sheet where necessary 	Name of the Post & BPS applied for <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Paste Recent Photograph		
Personal Information:					
1. Name (in Capital Letters):		2. 3. Father Name:			
4. CNIC No:	5. Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	6. Domicile (Indicate District and province)			
7. Date of Birth (DD/MM/YY):		8. Age: Year Month Day			
9. Religion:		10. Marital Status:			
11. Permanent Address:		12. Present Address:			
13. Contacts No: a) Phone No: (Area Code – Number):		b) Mobile No:			
14.		15. Educational Qualification (Starting from Last Degree Held)			
Name of Degree/Certificate	Year Awarded	Field of Study/Subject	Obtained marks/Total Marks	%/Division/Grade/CGPA	Institution
16. Details of Training / Courses:					
Course/Diploma/Certificate	Field of Study	Duration From/To	Institution		
17. Employment History (Starting from present position)					
Name of Institution/Department	Designation	BPS	Govt/Semi Govt/Private etc.	Period of Service	
				From	To
18.		19. Mode of Application: <input type="checkbox"/> Through Proper Channel <input type="checkbox"/> Direct			
20. Declaration: I -----do hereby affirm that the information provided above are correct to the best of my knowledge and organization is authorized to verify the same, if required.					