

**VACANCY ANNOUNCEMENT****DIRECTORATE OF MONITORING  
HOME DEPARTMENT  
GOVERNMENT OF THE PUNJAB**

The Directorate of Monitoring is an independent third party monitoring mechanism of various security agencies including Punjab Highway Patrol, database management of all Provincial Private Security Companies, Banks Security measures data, Helpline 1124 for citizen's assistance and monitoring of Prisons.

The Government of Punjab requires the services of well qualified professionals for the following vacant positions on contract basis in Directorate of Monitoring, Home Department.

<b>Sr. No</b>	<b>Name of Posts</b>	<b>No. of Posts</b>	<b>Qualification</b>	<b>Experience</b>
1	Additional Director (Equivalent BS-19)	02	<ul style="list-style-type: none"><li>• Master Degree or equivalent from a recognized University.</li><li>• Shall not be more than 55 years of age on 21-01-2014.</li><li>• Proficiency in use of MS office.</li></ul>	<ul style="list-style-type: none"><li>• Shall have a minimum of 10 years experience of administration and supervision in a public sector organization.</li><li>• Adequate experience in monitoring and evaluation of organizations in the public sector.</li><li>• Proven capability to generate quality reports and work experience of study and evaluation assignments.</li><li>• Adequate knowledge of functioning of Police and relevant laws.</li></ul>
2	Deputy Director (Equivalent BS-18)	01	<ul style="list-style-type: none"><li>• Master Degree or equivalent from a recognized University</li><li>• Shall not be more than 55 years of age on 21-01-2014.</li><li>• Proficiency in use of MS office.</li></ul>	<ul style="list-style-type: none"><li>• Shall have minimum 07 years experience of administration and supervision in a public sector organization.</li><li>• Adequate experience in monitoring and evaluation of organizations in the public sector.</li><li>• Proven capability to carryout evaluation and analysis of data and writing quality reports.</li><li>• Adequate knowledge about functioning of security agencies and relevant laws.</li></ul>
3	Assistant Director (Equivalent BS-17)	04	<ul style="list-style-type: none"><li>• Master Degree or equivalent from a recognized University</li><li>• Shall not be more than</li></ul>	<ul style="list-style-type: none"><li>• Shall have minimum 05 years experience of administration and supervision in a public sector organization.</li></ul>

			<p>50 years of age on 21-01-2014.</p> <ul style="list-style-type: none"> <li>• Proficiency in use of MS office.</li> </ul>	<ul style="list-style-type: none"> <li>• Adequate experience in monitoring and evaluation of organizations in the public sector.</li> <li>• Proven capability to carryout evaluation and analysis of data and writing quality reports.</li> <li>• Adequate knowledge about functioning of security agencies and relevant laws.</li> </ul>
4	<p>Network Administrator</p> <p>(Lump Sum Pay Package Rs:30,000/-)</p>	01	<ul style="list-style-type: none"> <li>• Bachelors or Masters in any field of IT or Engineering from some reputed foreign or HEC recognized University/Institution.</li> <li>• Shall not be more than 30 years of age on 21-01-2014.</li> </ul>	<ul style="list-style-type: none"> <li>• After masters minimum 1 years and after bachelors 2 years of database management experience at a local or foreign organization of good repute in similar role and position.</li> <li>• Professional experience will start after the completion of minimum qualification/Degree required for the position.</li> <li>• Preference will be given to the professionals with industry standard certification in the respective discipline.</li> </ul>
5	<p>Network-Maintenance-Staff/Network System Engineer</p> <p>(Lump Sum Pay Package Rs:20,700/-)</p>	04	<ul style="list-style-type: none"> <li>• Bachelors or Masters in any field of IT from some reputed foreign or HEC recognized University/Institution.</li> <li>• Shall not be more than 30 years of age on 21-01-2014.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 1 year experience of design, installation and maintenance of Local and Wide Area Networks (LAN/WAN) at local or foreign organization of good repute.</li> <li>• Professional experience will start after the completion of minimum qualification/degree required for this post.</li> <li>• Preference will be given to the professionals with industry standard certification in the respective discipline</li> </ul>
6	<p>Customer Support Representative</p> <p>(Lump Sum Pay Package Rs:18,000/-)</p>	01	<ul style="list-style-type: none"> <li>• Intermediate or Equivalent from some reputed foreign or government recognized institution.</li> <li>• Fluent in Urdu, English and Punjabi (any dialect)</li> <li>• Shall not be more than 30 years of age on 21-01-2014.</li> <li>• Proficiency in use of MS Office and IT equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Preference will be given to professionals with industry/market experience as a CSR at a local or foreign organization of good repute.</li> <li>• Experience of a call center will start after the completion of minimum qualification/degree required for this position.</li> </ul>

7	Accountant (Equivalent BS-16)	01	<ul style="list-style-type: none"> <li>• Graduate preferable B.Com (Minimum 2<sup>nd</sup> Division) from a well reputed University.</li> <li>• Shall not be more than 50 years of age on 21-01-2014.</li> <li>• Proficiency in use of MS office.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven capacity for maintenance of office record, cash book stock register etc. and handling of Govt. funds.</li> <li>• Shall have worked in any civil department with Drawing &amp; Disbursing Officer for at least 10 years.</li> <li>• Shall have knowledge about the finance, auditing and audit rules/policies of the Government.</li> </ul>
8	Private Secretary (Equivalent BS-17)	01	<ul style="list-style-type: none"> <li>• Graduate (Minimum 2<sup>nd</sup> Division) from a well reputed University.</li> <li>• Shall not be more than 35 years of age on 21-01-2014.</li> <li>• Proficiency in use of MS office.</li> </ul>	<ul style="list-style-type: none"> <li>• Well versed with the etiquettes and norms of a personal assistant.</li> <li>• To be able to cater for personal/private affairs of DG</li> </ul>
9	Personal Assistant (Equivalent BS-16)	01	<ul style="list-style-type: none"> <li>• Graduate or equivalent (Minimum 2<sup>nd</sup> Division) from a recognized Institute/Board.120 WPM speed in English Shorthand and 50 WPM speed in English Typing.</li> <li>• The age on 21-01-2014 must not be more than 35 years.</li> <li>• Proficiency in use of MS office.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall have minimum 05 years experience as P.A or Stenographer.</li> </ul>
10	System Operator (BS-12)	02	<ul style="list-style-type: none"> <li>• B.C.S/B.Sc. or equivalent (Minimum 2<sup>nd</sup> Division) from a recognized Institute /University.</li> <li>• Minimum 40 WPM typing speed</li> <li>• Proficient in use of MS office.</li> <li>• Basic knowledge of all office equipment (Telephone, Fax, PPC, Computers, Printers etc.)</li> <li>• Should have working knowledge of functional English and fluent in spoken language and basic composition in writing.</li> <li>• Should not be more than</li> </ul>	<ul style="list-style-type: none"> <li>• Shall have minimum 03 years certified experience.</li> <li>• Should be able to converse fluently on telephone / wireless.</li> </ul>

			30 years of age on 21-01-2014.	
11	Clerk (BS-07)	01	<ul style="list-style-type: none"> <li>• Matric or equivalent (Minimum 2<sup>nd</sup> Division) from a recognized Institute/Board.</li> <li>• Minimum 25 WMP typing speed</li> <li>• The age on 21-01-2014 must not be more 30 years.</li> <li>• Proficiency in use of MS office.</li> </ul>	
12	Office Boy/ Telephone Operator (BS-07)	02	<ul style="list-style-type: none"> <li>• Intermediate or equivalent</li> <li>• Basic knowledge of all office equipment (Telephone, Fax, PPc, Printers etc.)</li> <li>• Should have working knowledge of functional English and fluent in spoken language and basic composition in writing.</li> <li>• Should not be more than 30 years of age on 21-01-2014.</li> </ul>	<ul style="list-style-type: none"> <li>• Should have experience in serving food and beverages with proper etiquettes.</li> <li>• Should have experience in assisting office job.</li> <li>• Should be able to assist in record sorting / filing.</li> </ul>
13	Network Technician/ electrician  (Lump Sum Pay Package)	01	<ul style="list-style-type: none"> <li>• After matriculation, 2 years diploma in electrical work from a government recognized institution.</li> <li>• Shall not be more than 30 years of age on 21-01-2014.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall have minimum 1 year experience of installation and maintenance of electrical equipment at a local or foreign organization of good repute.</li> <li>• Professional experience will start after the completion of minimum qualification / degree required for this post.</li> </ul>
14	Driver (BS-05)	04	<ul style="list-style-type: none"> <li>• Middle</li> <li>• Shall have LTV / HTV License.</li> <li>• The age on 21-01-2014 must not be more 40 years.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall have minimum 05 years experience.</li> </ul>
15	Office Boy/Helper (BS-01)	01	<ul style="list-style-type: none"> <li>• Middle</li> <li>• The age on 21-01-2014 must not be more 30 years.</li> </ul>	

### **General Terms and Conditions of Appointment**

- a) The above positions are offered for an initial contract period of three years that will be renewable subject to satisfactory performance of the individual and as per terms of agreement.

- b) The positions are based in Lahore.
- c) Candidates holding valid domicile from Punjab are eligible for above posts.
- d) Detailed terms & conditions of contract appointment shall be governed by the existing Contract Appointment Policy of the Government.

### **Submission of Applications**

- a) All Government employees shall apply through proper Channel.
- b) All applications shall be accompanied with a CV, copy of CNIC, two recent passport size photographs duly attested by a Gazetted Officer and attested copies of certificates/degrees.
- c) Only the Short listed candidates will be considered for selection process, which will include written test, evaluation and interview.
- d) All applicants are requested to submit their applications to the **Directorate of Monitoring, Home Department, 346-B, Ferozpur Road, near Arfa Software Technology Park, Lahore Ph # (042-35918359-60)** by **21<sup>st</sup> January, 2014** in a sealed envelope stating clearly the name of the post for which applied for.
- e) Applications shall only be received through mail.
- f) Incomplete applications will not be entertained against the post applied for.
- g) No age relaxation is permissible to the candidates applying for the said posts.
- h) No TA/DA will be admissible.

**Deputy Director (Admin)  
Directorate of Monitoring  
Home Department**