F.No.2-233/2024-25/Dev

MINISTRY OF FEDERAL EDUCATION & PROFESSIONAL TRAINING

URAAN PAKISTAN

VACANCY ANNOUNCEMENT

Applications are invited from eligible candidates as per the eligibility criteria mentioned against the following project positions in the **"Centre Of Excellence For Autism At H-8/4, Islamabad"**, Ministry of Federal Education and Professional Training, Islamabad. The positions are to be filled purely on contract basis as per the project pay package / admissible for the PSDP-funded Project staff up to June 2027. The contract will be extended, upon satisfactory performance, till the life of the project.

Sr. No.	Name of Posts	Eligibility Criteria	Age Limit
1	Project Director (PPS-09) 1 Post	• Sixteen years' of education in Project Management / Management Science/ Engineering / Business Administration / Public Administration / MBBS /MPH / Special Education/ Economics. • Minimum ten years' of experience in the relevant field including five years' experience in project management or implementation, with sound knowledge of project management fundamentals, particularly the government of Pakistan's project planning and management processes and procedures.	Maximum age of 63 years as on last date of applying.
2	Research Officer (PPS-07) 2 Posts	• Sixteen years' of education in Project Management/ Management Sciences/ Computer Science / Business Administration / Public Administration / Economics from HEC recognized university. • Three years post-qualification work experience in the project management preferably in public sector.	Maximum age 50 years as on last date of applying.
3	Assistant (PPS-05) 1 Post	• BA / BSc / B.com / BBA from HEC recognized university. • Minimum 2 years of post-qualification experience in relevant domain.	Maximum age 40 years as on last date of applying.
4	Senior Account Clerk (PPS-04) 1 Post	• B.com / BS in Accounts and Finance / BBA from HEC recognized university. • Priority will be given to candidates having previous relevant work experience.	Maximum age 40 years as on last date of applying.

IMPORTANT INSTRUCTIONS:

1. The candidate can apply through National Job Portal website (**https://www.njp.gov.pk/**) within 15 days from the date of the advertisement.
2. The selected candidates will be posted in Islamabad.
3. Only shortlisted candidates will be called for test/interview. No TA/DA will be admissible for the test / interview. The candidates called for interview will have to bring their original documents along with two attested copies of academic/testimonials/experience certificate(s), Degrees, CNIC copy, two photographs, and professional experience certificate.
4. Incomplete applications or the applications received after the due date will not be entertained.
5. The cut-off date for determining the eligibility of the candidate in terms of age, qualification, experience, etc. will be the closing date of the receipt of applications.
6. Detailed Job Description / TORs and Eligibility criteria are available at the website of the Ministry (https://www.mofept.gov.pk/)
7. The project pay scales issued vide Finance Division's O.M No. 4(9)/R-14/2008 dated 18.04.2022 shall be admissible on the positions.
8. The appointment shall be made on contract basis for a period of one year, likely to be extended for such period as the appointing authority may decide.
9. The competent authority reserves the right to cancel the recruitment process, increase or decrease the number of posts as per requirement against any post at any stage without assigning any reason.

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