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**GOVERNMENT OF PAKISTAN
MINISTRY OF RAILWAYS**

JOB ADVERTISEMENT

TRANSFORMING RAILWAYS

CHIEF EXECUTIVE OFFICER (CEO) PAKISTAN RAILWAYS

The Ministry of Railways, Government of Pakistan invites applications, on **Open Merit**, for the Post of Chief Executive Officer (CEO) (SPPS-II), Pakistan Railways, Headquarters Office, Lahore from accomplished professionals of known integrity and competence, who full fill following criteria:

Education Qualification	The candidate must possess a degree from Higher Education Commission (HEC) Recognized University in following: (a) Master degree in Business Administration or Management Sciences or Public Administration. or (b) Minimum, Bachelors in Engineering Discipline (Civil, Electrical, Mechanical, Transportation).
Relevant Experience	(a) Must possess requisite management experience, of twenty- five years, with at least eight years' experience at a top management post of a public organization or a corporate entity. Experience in services sector particularly transportation, logistic, infrastructure development, technology and railways will be of particular relevance. (b) May be a retired civil servant in minimum BS-21 pay scale or a retired armed forces officer of an equivalent pay scale (BS- 21). Candidates, having dual experience in management of self-sustaining/ earning autonomous public enterprise as well as private sector entities will be preferred
Age at time of closing date of advertisement	(a) Maximum – 61 years. (b) Minimum – 52 years.
Duration of appointment	Employment will be on contract basis. The First Term of Contract will be a maximum of Two (02) years, extendable for a further period of two (02) years contingent upon result-based performance. There shall be no fresh appointment or extension in appointment beyond the age of 65 years.
Termination of Contract	The contract appointment may be terminated on one month notice on either side or payment of one month's basic pay in lieu thereof.
Discipline	As applicable in case of contract employees
Terms and Conditions	
Code of conduct	As applicable in case of contract employees
Procedure of disciplinary proceedings	In case of misconduct, misappropriation and embezzlement of funds or deviation from the prescribed guidelines and other service provisions, disciplinary proceedings will be done as applicable on contract employees
Remunerations (all inclusive)	As per Special Professional Pay Scale (SPPS-II), for details please visit our websites i.e. www.pakrail.gov.pk and www.railways.gov.pk

Leave	The incumbent shall earn leave on full pay @ 3 days per month for the period of duty. The leave shall be availed during the currency of contract period. Title to leave shall expire on expiry of contract, if given a fresh, contract, the period of earned leave available in respect of the previous contract shall not be carried forward.
Core Competencies	
Knowledge	(a) In depth understanding of entire spectrum of HR management. (b) In depth knowledge of formulation, negotiation, conclusion, seeking of legal advice and management of the services, procurement and infrastructure development contracts. (c) Very good knowledge about functioning of Federal and provincial ministries and departments. (d) In depth knowledge of Govt's laws and regulations alongside clear understanding of formulation of project and its approvals. (e) Very good knowledge of procurements as per PPRA Rules and inventory management. (f) Very good knowledge about finance, accounts and audit matters as related to a public sector organization and in-depth knowledge about preparation of annual operating budget and its management. (g) In depth knowledge and understanding about the corporate functioning of a business entity including functioning of Board of Directors. (h) Well conversant with use, benefits and application of information & communication technology in an organisation. (i) In depth knowledge about office functioning, files management and mail procedures of a public entity. (j) Very good knowledge of planning, budgeting, execution and monitoring of mega civil infrastructure projects.
Skills	High level analytical skills, conceptual clarity and effective leadership skills to steer a large organization in positive direction with a vision.
Communication	Possesses a clear & concise expression in English and Urdu to communicate with others.
Abilities	Ability to develop and maintain strong working relationships with all team members and key stake holders so that outcomes are articulated, understood and achieved.
Job Description and Job Specification	The CEO acts as head of Pakistan Railways and exercise all such powers, authority and discretion vested on him by virtue of such Appointment to perform following broad functions: - (a) To render advice to Federal Minister of Railways and Railway board in all matters related to functioning of Pakistan Railways.

- (b) Implement all policies and instructions of GoP as related to Pakistan Railways.
- (c) Be responsible for efficient uninterrupted and smooth operations of Pakistan Railways through sound planning, effective execution and proactive monitoring,
- (d) Ensure transparent, economic, competitive, timely and quality procurements of all fixed assets of Railways and / or services of all types through fool proof mechanism and comprehensive SOPs, in compliance to best practices and Govt Rules.
- (e) Plan, direct, oversee and effectively monitor the manufacturing and repair/maintenance of Railway's inventory of rolling stocks and locomotives with assured quality standards to ensure operation worthiness of all such equipment at all times.
- (f) Carry out foresighted strategic planning for infrastructure development of tracks/allied structures, upgradation of railway stations, modernization of rolling stock & locomotives consistent to emerging needs.
- (g) Formulate realistic as well as practicable business plan to mitigate losses, enhance profitability and pursue self-sustainability of Pakistan Railways at all times.
- (h) Plan, coordinate and present matters related Pakistan Railways in Railway Board to seek decision and timely resolution.
- (i) Maintain close liaison with relevant federal/ provincial Government agencies and other such organizations for all matters related to Railway's business.
- (j) Plan, instruct, hold and conduct Railway's internal business meeting at regular interval.
- (k) Plan, direct, and monitor the accounting, storage, stock taking and inspection of Railways inventory of rolling stock, locomotives, spares, raw material of any kind including the obsolete / salvage inventory.
- (l) Plan, direct and oversee the transparent disposal of condemned inventory of Railways through competitive auctioneering to secure best price in the interest of organisation.
- (m) Ensure fool proof measures for the safety of train operations and passengers during travelling through effective policies, inspections, efficient SOPs and robust monitoring mechanism.
- (n) Plan, instruct, implement and oversee an efficient, friendly and proactive passengers and freight client's information and complaint management system to minimise complaints through maximum facilitation.
- (o) Ensure an effective and merit based HR Management with focus on progressive development of HR Capital as per futuristic needs.

	(p) Be responsible to ensure resourcing, quality training and effective employment of Railway Police. (q) Monitor, direct and provide enabling environment/resources to optimise the potential of Walton Training Academy to ensure quality training as per dictates of modern needs. (r) Plan and introduce use of technology, where needed, to promote efficiency, transparency, conserve resources, reduce cost and keep pace with merging trends. (s) Monitor and oversee all activities related to welfare of railway employees including provision of quality treatment by railway hospitals and regular check on performance of railway schools. (t) Ensure discipline and accountability in the Organisation especially the speedy disposal of all inquiries related to train accidents and matters related to financial embezzlement. (u) Perform such other duties and responsibilities as assigned by GoP/Ministry of Railways related to railways.
Working Conditions	(a) Job will be performed in office work environment with occasional prolonged working hours. (b) Frequent travel to establishments at other stations and field visit shall be undertaken.
Instructions for Submission of Applications	(a) Candidates who fulfill above requisite educational qualification criteria and experience etc. are advised to apply on website of National Job Portal i.e. njp.gov.pk, within 20 days of the advertisement. (b) This advertisement can also be seen on our websites i.e. www.pakrail.gov.pk and www.railways.gov.pk (c) Only shortlisted applicants will be invited for interview. (d) Ministry of Railways reserves the right to withdraw the advertisement and or cancel the recruitment process at any stage. (e) The candidate shall not be entitled for any TA/DA while appearing for interview/selection process.

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 Ministry of Railways,
 Islamabad
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**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

No. 1/11/2018-E-6

Islamabad, the 13th July, 2021

OFFICE MEMORANDUM

Subject:- GENERAL CRITERIA FOR NEED ASSESSMENT, RECRUITMENT AND PERFORMANCE EVALUATION FOR HIRING CONTRACTUAL APPOINTMENT IN SPECIAL PROFESSIONAL PAY SCALE (SPPS-I, II & III) IN MINISTRIES/DIVISIONS

The Federal Government has been pleased to introduce Special Professional Pay Scales (SPPS-I, II & III) for hiring of Special Professional Experts/Highly Skilled and Specialized Manpower with following pay packages and terms and conditions:-

S#	Description	Remunerations (all inclusive)
i.	Special Professional Pay Scale(SPPS-I)	1.5-2.00 Million
ii.	Special Professional Pay Scales (SPPS-II)	1.0-1.49 Million
iii.	Special Professional Pay Scales (SPPS-III)	0.5-0.99 Million

2. **Need Assessment:** The need identification is an essential requirement for hiring of professional in specific areas. The following criteria may be followed for the purpose:-

- i) To ascertain that expertise required by the concerned Ministries/Divisions in the specialized fields/areas are not available within the sanctioned strength of the Ministries/Divisions at Federal level to avoid duplication.
- ii) Specific TORs/tasks for each identified area has to be framed by the Ministries/Divisions concerned clearly specifying the additional Human Resource (HR) requirement (position/post-wise break-up) in specialized field, their Educational Qualification, Job Description and Job Specification with timeline, etc.
- iii) Targets in quantitative terms may be developed for each identified area and the same will be made part of the contractual appointment.
- iv) Deliverables may clearly be identified and indicated.

Explanation: With respect to the activity of Need Assessment prior to making appointment under SPPS as provided vide para-2 above, it is clarified that the Special Professional Pay Scales (SPPS) may only be offered to the highly qualified professionals who are to be hired against the positions requiring technical expertise in some specialized field(s) instead of general / non-technical or managerial skills as required in case of Management Professionals under MP Scales. For this purpose, the sponsoring Division shall undertake an exhaustive Need Assessment based on specific Parameters / TORs developed especially for such posts / positions thereby justifying the hiring of technical specialist under SPPS instead of hiring under MP Scales. This Need Assessment carrying all necessary justifications shall be made part of the initial summary submitted to the Prime Minister for hiring under SPPS¹.

Office of SR/CM	
S.R.B / AS-I	
Addl. Secy	
M.F	
DG / Coord	
DG / Tech	
DG Plg.	
DG Ops.	
Dir/Admn	
Dir/Est.	
F.P (PMDU)	

¹ Clarification added vide Establishment Division's O.M. No. V/11/2018-E-6, dated 03.12.2019

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3. **Recruitment:** The following criteria may be observed for recruitment against SPPS positions:-

- i). Vacancies may widely be advertised in the national press indicating the Term of Reference, tenure of assignment, required job description and job specification for each identified area/position to ensure transparency and merit.
- ii). The required educational qualifications, posts professional certification etc. and relevant experience along with age (minimum and maximum) for each identified position as a result of need assessment may clearly be elaborated in the advertisement which is to be implemented in letter and spirit.
- iii). "[Duration of the appointment against these contractual positions may be for a maximum tenure of two years, extendable for a further period of two years contingent upon result-based performance and pay package thereof for each category may clearly be identified in line with approved tenure and package for SPPS — I, II, & III as the case may be]"².
- iv). The recruitment will be contractual based appointment and terms and conditions thereof including code of conduct, procedure of disciplinary proceedings in case of any misconduct, misappropriation and embezzlement of funds or any deviation from the prescribed guidelines and other service provisions including termination of contract may also be clearly indicated for each area/ category.
- v). An in-house Committee headed by Additional Secretary of the concerned Ministry/Division may be constituted for scrutiny of the applicant's papers for placement before the Special Selection Board.
- vi). A Special Selection Board may be constituted in line with the criteria duly approved by the Federal Cabinet and notified by Establishment Division with the following composition:-

Scale/Position	Composition of the Committee
SPPS-I	Federal Minister or Minister of State or Adviser of the relevant Ministries/Divisions, Secretary of relevant Ministry/Division, a BS-21 representative of Establishment Division and two co-opted experts of the relevant field. Provided that where the charge of a Ministry/Division is held by the Prime Minister, the selection board shall be headed by a Minister Incharge/Minister of State /Adviser to the Prime Minister/Special Assistant to the Prime Minister, as nominated by the Prime Minister, in terms of this O.M. No. 1/72/2002-E-6, dated 11.04.2005 [as amended from time to time] ³
SPPS -II & III	Secretary of the relevant Ministries/Divisions, a BS-21 representative of Establishment Division and two co-opted experts of the relevant field.

² Sub-para-iii Para-3 titled "Recruitment" substituted vide Establishment Division's O.M. No. 1/11/2018-E-6, dated 26.04.2019

³ The words "as amended dated 12.10.2018" substituted with "as amended from time to time" vide Establishment Division's O.M. No. 1/11/2018-E-6 dated 26.04.2019

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- vii). [The approval of the Prime Minister may invariably be solicited only for creation of any position in SPPS-I, II & III besides appointment against any such post on the provision of a panel of minimum of three candidates selected through a competitive process by the Special Selection Board as well as for the extended period contingent upon justification and result based performance;

Provided that all other steps involved in the recruitment process i.e. advertisement, shortlisting of candidates, etc., shall be carried out by the Ministry/Division itself without approval of the Prime Minister]⁴

- viii). There shall be no fresh appointment or extension in appointment beyond the age of 65 years.

- “(ix). [The contract of appointment may be terminated on one month notice on either side or payment of one month's basic pay in lieu thereof].⁵

- “(ix) (a) [In case, considering the particular requirements of any SPPS Scale Position(s), if the Ministry/-Division instead of issuing open advertisement of the post intends to opt for headhunting against the said position (s), it may do so with prior approval of the Prime Minister by hiring the services of a professional headhunting firm, through a competitive process].⁶

- (x). [The incumbent shall earn leave on full pay @ 3 days per month for the period of duty. The leave shall be availed during the currency of contract period. Title to leave shall expire on expiry of contract, if given a fresh, contract, the period of earned leave available in respect of the previous contract shall not be carried forward.”⁷

4. **Performance Evaluation:** Performance measurement and evaluation is the key for employee as well for the organization as it facilitates a decision making process for further retention of the incumbents or otherwise. The following template has been devised for objective assessment of performance on annual basis by the Special Selection Board for each category of contractual employment which may be implemented with letter and spirit:

ANNUAL PERFORMANCE EVALUATION TEMPLATE

Major Tasks/ Key Result Areas	Target (To be determined in quantitative terms)	% of Target Achieved	Percentage Weightage (May be allocated on the basis of sensitivity of each task)	% Score* (Col. 3 x Col. 4)
1	2	3	4	5
1				
1.1				
1.2				

2				
2.1				
2.2				

⁴ Amended vide Establishment Division's O.M. No. I/11/2018-E-6, dated 29.09.2020

⁵ Added vide Establishment Division's O.M. No. I/11/2018-E-6, dated 26.04.2019

⁶ Added vide Establishment Division's O.M. No. I/11/2018-E-6, dated 29.09.2020

⁷ Added vide Establishment Division's O.M. No. I/11/2018-E-6, dated 26.04.2019

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Major Tasks/ Key Result Areas	Target (To be determined in quantitative terms)	% of Target Achieved	Percentage Weightage (May be allocated on the basis of sensitivity of each task)	% Score* (Col. 3 x Col. 4)
1	2	3	4	5
n 1				
n 2				

Total			100	

**% age Score = Percentage weightage x Percentage target achieved*

CATEGORIZATION OF PERFORMANCE EVALUATION

Performance Category	Score	Evaluation Classification
Excellent	90-100	A
Very Good	80-89	B
Good	70-79	C
Average	60-69	D
Unsatisfactory: Does not meet expectations and standards.	Less than 60	E

5. The employee may be categorized ranging from "Excellent" to "Unsatisfactory" as per the tables which will serve the purpose for retention or otherwise depending on the score achieved by the professionals in their Performance Evaluation. The reporting channels for such posts in the setup be clearly identified.


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 Section Officer (E-6)
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13-07-2021

The Secretaries/Additional Secretaries (In-charge),
 All Ministries/Divisions,
 Government of Pakistan,
ISLAMABAD/RAWALPINDI