



GOVERNMENT OF PAKISTAN
MINISTRY OF RAILWAYS



POSITION VACANT

Applications are invited on merit from Suitable, Qualified and Experienced Professionals for the post of Contract Management Specialist (PPS-10) in the project titled "China Pakistan Economic Corridor Support Project (CPECSP) at Ministry of Railways" on contract basis as per following eligibility and conditions.

Description of the Post	No. of Post	Qualification	Required Experience	Age Limit
Contract Management Specialist (PPS-10) Place of Posting: anywhere in Pakistan	01	1. BE/B.Sc. Engineering 2. Degree must be recognized by PEC.	1. Minimum Twenty (20) years of experience in Public Procurements including 10 years' experience of Contract Management in Railways Sector. 2. The candidates must be conversant with Contract Management, PPRA Rules & Procurement Guideline of the International Donor Agencies. 3. Preference shall be given to candidates conversant with PPRA software – EPADS (For E-Procurement).	Max. 62 years

NOTE

- i. The initial appointment will be for a period of one (01) year further extendable on yearly basis till completion of the project subject to satisfactory performance.
- ii. Detailed TOR including pay package etc. is available on our websites i.e. www.pakrail.gov.pk and www.railways.gov.pk.
- iii. Interested candidates meeting the criteria may apply online through National Job Portal's official website: <https://njp.gov.pk/> or to the address given below within 15 days from the date of publication of advertisement along with CV/Resume, attested copies of all educational/experiences certificates, recent photograph and CNIC.
- iv. In case of submission of any forged/false documents, the candidate shall be liable to prosecution.
- v. Only shortlisted candidates will be called for test/interview.
- vi. The candidates serving in Government, Semi Government or Autonomous institutions should route their applications through proper channel/ departmental NOC.
- vii. The Division reserves the right to select/reject or not to fill the advertised position without assigning any reason.
- viii. Incomplete application(s) or received after due date will not be accepted.
- ix. No TA/DA will be admissible for test/ interview.

(Adil Gul Kakakhel)
Deputy Chief Planning
Room No. 104, D- Block
Pak. Secretariat, Islamabad
Ph.: 051-9214272

Job Description

JOB DETAILS:	
Position Title:	Contract Management Specialist
Designation:	Contract Management Specialist
Grade:	PPS-10 equivalent to BPS-20
Department:	Ministry of Railways/ Pakistan Railways

JOB PURPOSE:
Ensure conformance with established guidelines, methods, techniques, and policies along with the knowledge of railway procurement, supervisory techniques, personnel policies, and procedures.

JOB DESCRIPTION
<ol style="list-style-type: none">1. To manage all procurement contracts and deliberate assistance regarding procurements.2. Ensure implementation and compliance to EPADs procurement software as prescribed by PPRA.3. Assist in communication/ correspondence with consumers and firms to finalize the tender cases.4. Liaison with State Bank of Pakistan and National Bank of Pakistan regarding Letter of Credit (LC) matters.5. Assist in matters regarding Budget Estimates and Audit Replies.6. To document processes and present progress reports to executives and senior managers.7. Any other tasks given by Competent Authority.

OFFICE MEMORANDUM

Subject:- **STANDARD PAY PACKAGE FOR THE PROJECT STAFF DIRECTLY RECRUITED FOR DEVELOPMENT PROJECTS FUNDED FROM PSDP**

The undersigned is directed to refer to this Division's O.M.No.F.4(9)R-14/ 2008 dated 19-07-2017 on the above subject and to convey the approval of Executive Committee of the National Economic Council's in Case No.ECNEC-5/02/2022 dated 16-03-2022 to the revision of Project Pay Scales, after in principle approval by the Prime Minister, meant for officers/staff directly recruited from open market on contract basis for the execution of Development Projects funded from PSDP. The revised Project Pay Scales are, as follows:-

Project Pay Scale (PPS)	Regular BPS	Minimum (Rs.)	Increment @ 5% of the Minimum	Maximum (Rs.)
PPS-1	BPS 1-4	28,000	1400	44,800
PPS-2	BPS 5-8	35,000	1750	57,750
PPS-3	BPS 9-10	43,750	2190	70,030
PPS-4	BPS 11-13	52,500	2625	84,000
PPS-5	BPS 14-15	70,000	3500	112,000
PPS-6	BPS 16	105,000	5250	168,000
PPS-7	BPS 17	157,500	7875	252,000
PPS-8	BPS 18	218,750	10940	350,030
PPS-9	BPS 19	306,250	15315	490,030
PPS-10	BPS 20	437,500	21875	700,000
PPS-11	BPS 21	612,500	30625	980,000
PPS-12	BPS 22	875,000	43750	1400,000

2. The aforesaid pay package will be effective from 01-04-2022 for the new as well as the on-going PSDP projects and shall be admissible subject to the following conditions:-

- i) This pay package will be followed for the appointments of officers/staff including Project Directors, Advisors; Specialists; Consultants etc. in the PSDP funded development projects as reflected in the PC-I/PC-II, duly approved by the competent forum. Based on the sensitivity and size of the project, the CDWP shall decide on whether the Project Director is to be placed in PPS-10 or PPS-11 or PPS-12.
- ii) The above lump sum pay package will be admissible for fresh/direct /existing employees of PSDP Projects. However, pay of the fresh/direct employees shall be fixed at the initial stage and thereafter an annual increase @ 5% of the Initial stage would be admissible.
- iii) The pay of the existing PSDP funded projects employees shall be fixed to the next higher stage of the revised stage of the above pay package.

Ministry of Finance
(Reg. Wing R-14)
Islamabad


From pre-page

- iv) Annual increment to the Project employees in Standard Pay Package shall be admissible on completion of one year continuous service from the date of appointment on the relevant post and also in the subsequent years in the same manner.
- v) The above lump sum project pay package shall not in any way be less than the minimum rates of wages as revised from time to time.
- vi) Government employees may apply for project posts. However, if any Government employee is selected on a project post, he/she will have to resign from Government service before appointment on project post.
- vii) The relevant project approving fora like CDWP or ECNEC will decide the number and pay scale of project staff.
- viii) Adoption to Standard Pay Package-2022 shall require revision/ approval of PC-1 from the competent forum.
- ix) The Projects employees will be appointed on contract basis in PSDP projects for an initial period not exceeding two years which will be extendable further till the completion period of the project on yearly basis after evaluation of their performance.
- x) No additional facility, in addition to the revised Standard Pay Package, shall be admissible for PSDP Projects' employees.
- xi) This pay package shall not be admissible to those who are re-employed/appointed on contract after their retirement. They may be allowed pay and allowances, as per provisions of the contract policy of the Establishment Division issued vide their O.M. No.F.10/52/95-R-2 dated 18th July, 1996 and as amended from time to time.
- xii) Those retired Government servants who compete with others from the private sector for appointments against projects positions on the basis of open competition and are selected on merit should be entitled to the package, perks and privileges laid down for that positions in the projects according to the clarification issued through Establishment Division's O.M.No.10/67/2004-R-2, dated 21-06-2005 or as revised from time to time.
- xiii) The project employees appointed through transfer (deputation) on full time basis will get pay in their own pay scales and allowances plus deputation allowance as admissible under the deputation policy contained in Establishment Division's O.M.No.1/13/87/R-I, dated 03-12-1990 as amended from time to time, at the rate of 20% of the basic pay subject to maximum. Rs.12,000/- per month or as revised from time to time.
- xiv) The officers/officials granted additional charge of the posts of projects in addition to their own duties will be entitled to draw additional charge allowance @ 20% of the basic pay, in addition to their own pay/allowances of their regular posts subject to maximum Rs.12,000/- per month or as revised from time to time.
- xv) This pay package will not be admissible to those project employees whose services/posts are transferred to the non-development side after completion of the project, from the date of their transfer.
- xvi) The payment of pay package of project staff will be stopped from the date of transfer of theirs service/posts to any other establishment.

Ministry of Finance
(Reg's Wing/R-14)
Islamabad

From pre-page

- xvii) On transfer of project posts to the non-development side, such posts shall be filled in the prescribed manner in regular Basic Pay Scale and incumbents of such posts shall be treated as fresh employees of the Ministries/ Divisions/ Departments and not for the projects.
- xviii) If an employee of the project is selected on a post of the non-development side, he will be appointed at the initial stage of the relevant Basic Pay Scale, and his pay and service rendered in the project shall not be protected/counted for any purpose i.e. pay, pension and seniority etc.
3. The earlier instructions issued by Finance Division shall stand discontinued and replaced by this Office Memorandum to the above extent.



(Dr. Muhammad Ismail Hasni)
Section Officer (R-14)
Tele: 9245873