



**GOVERNMENT OF PAKISTAN
MINISTRY OF RAILWAYS**



POSITION VACANT

Applications are invited for filling the following post in the project titled "Collaboration of Pakistan Railways with Different Academic Institutes (Triple Helix Model)" purely on contract basis under Project Pay Scales (PPS).

Sr. #	Description of the Posts	No. of Posts	Qualification	Eligibility/Experience	Age Limit
01	Coordinator Services (PPS-07)	01	1. Bachelors of Law (LL.B Hons.) 2. Degrees must be recognized by HEC	1. Overall two (02) years of post-qualification relevant experience in well-reputed organization	Max. 35 years

NOTE

- The post is completely on contract basis for a period of one (01) year which could be considered for extension on satisfactory performance during the initial period and maximum up to the completion of the project.
- Detailed TOR including pay package etc. is available on our websites i.e., www.pakrail.gov.pk and www.railways.gov.pk.
- 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.
- The selected candidate can be posted anywhere in Pakistan as per requirement of the administration.
- In case of submission of any forged/false documents, the candidate shall be liable to prosecution.
- Only shortlisted candidates will be called for test/interview.
- The candidates serving in Government, Semi Government or Autonomous institutions should route their applications through proper channel/ departmental NOC.
- The Division reserves the right to select/reject or not to fill any position (s) without assigning any reason.
- Incomplete applications and applications received after due date will not be accepted.
- No TA/DA will be admissible for test/ interview.

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

Job Description

JOB DETAILS:	
Position Title:	Coordinator (Services)
Designation:	Coordinator (Services)
Grade:	PPS-7 equivalent to BPS-17
Department:	Ministry of Railways/ Pakistan Railways

JOB DESCRIPTION

1. Coordinate all matters relating to the Master's Degree Program in Railway Systems Engineering/Transportation Engineering for officers of Pakistan Railways.
2. Liaise with national universities, academic institutions, and other stakeholders regarding admissions, academic schedules, course requirements, and related matters.
3. Coordinate and facilitate professional training, capacity-building, certification, and executive development programs for officers of Pakistan Railways in collaboration with national and international academic institutions.
4. Liaise with universities, training institutes, development partners, and other stakeholders regarding admissions, training schedules, course requirements, academic calendars, and related matters.
5. Facilitate the nomination, placement, documentation, and completion of formal education and training programs for nominated officers.
6. Coordinate with the Ministry of Railways, Pakistan Railways, universities, and other relevant organizations to ensure the smooth implementation of the program.
7. Monitor the progress of officers enrolled in the program and submit periodic progress reports to the competent authority.
8. Assist in organizing meetings, workshops, seminars, orientation sessions, and other academic activities related to the program.
9. Perform any other duties assigned by the Project Director/Competent Authority in furtherance of the objectives of the project.
10. Any other tasks given by Competent Authority.