



GOVERNMENT OF PAKISTAN
PAKISTAN RAILWAYS HEADQUARTERS, LAHORE
CAREER OPPORTUNITIES



Applications are invited from suitable Pakistani Nationals for appointment against the following project positions under the PSDP project titled "**Establishment of Business Development & HR Support Unit, Pakistan Railways**". Appointments will be made purely on a contract basis under the Project Pay Scale (PPS) system.

Description of the Post	Qualification	Experience/ Brief JDs
Marketing Expert PPS-09 (02 Post) Max Age: 45 Years	1. MBA/MS (Marketing) or SCM related area or related discipline 2. Minimum 16 years of education. 3. All degrees must be recognized by PEC/ HEC (as applicable).	- Minimum ten (10) years of post-qualification experience in Marketing, Business Development, Market Research or Customer Analytics preferably in the transport, logistics, public sector or service industry. - Collecting and analyzing customers' data - Identify appropriate Key Performance Indicators (KPIs) and report key metrics for marketing of PR services - Assist in setting up or optimizing analytics tools for tracking customers' behaviours - Conducting online marketing initiatives - Designing marketing strategies for PR - Evaluating marketing strategies of PR and recommending changes - Develop pricing strategies, balancing firm objectives and customer satisfaction - Any other task assigned by the Competent Authority.
Senior Officer IT PPS-08 (01 Post) Max Age: 45 Years	1. BS (4 years) in Computer Science, Information Technology, Software Engineering or equivalent 2. Relevant professional IT certification (CCNA, MCSE, CompTIA A+/Network+) shall be an added advantage. 3. Minimum 16 years of education. 4. All degrees must be recognized by PEC/ HEC (as applicable).	- Minimum five (05) years of post-qualification, relevant professional experience in IT support, network/ hardware administration, or office systems management. - Demonstrated Experience in: - o Windows Server environment, LAN/WAN and Wi-Fi networks; - o Microsoft 365 including Teams, Outlook, OneDrive and SharePoint, VPN, networking etc - o File servers and centralized storage systems, Backup and recovery systems; - o Troubleshooting, fluent in languages, experience in procurement of IT equipment and services, evaluation and relevant procedures/ documents, installation, configuration and maintenance - o Experience in public sector organization, railway, infrastructure, construction, engineering consultancy, or MDB/ World Bank-funded projects will be highly desirable. - o Any other task assigned by the Competent Authority.
Computer Operator PPS 04 (01 Post) Age: 18-30 years 5 years general age relaxation included	1. Bachelor's / Graduation Degree preferably in Computer Science 2. All degrees must be recognized by PEC/ HEC (as applicable).	- Minimum two (02) years of post-qualification relevant experience in computer operations, data management or related functions. - Demonstrated experience in: - o MS Office Suite (Word, Excel, PowerPoint, Outlook), Inpage Urdu with the ability to prepare professional documents, spreadsheets, presentations, and reports. - o Computer operations, data entry, database maintenance, electronic record management, document digitization. - o Operating office equipment including scanners, printers, photocopiers, and managing digital filing systems. - o Internet applications, email correspondence, online portals, and basic troubleshooting of routine computer issues. - o Any other task assigned by the Competent Authority.
Junior Clerk (PPS 03) (02 Post) Age: 18-30 years 5 years general age relaxation included	1. Matriculation 2. Minimum typing speed of 30 w.p.m 3. 3 weeks Basic IT Training Course (including MS Office conducted by NITB) 4. Degree must be recognized by Board of Secondary Education	- Minimum Two (02) years of relevant clerical or administrative experience in a public or private sector organization is preferred. - Demonstrated experience in: - o Proficiency in MS Office (Word, Excel, PowerPoint), IT related works - o Good typing speed with a high level of accuracy. - o Knowledge of data entry, database management, and office record-keeping. - o Strong attention to detail and organizational skills, work independently, meet deadlines, good communication and

		interpersonal skills in English and Urdu. ○ Any other task assigned by the Competent Authority.
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General Instructions:

1. **Contract Terms:** All appointments are purely on a contract basis for a period of **one (1) year**, extendable upon satisfactory performance on yearly basis or up to the project's completion.
2. **Place of Posting:** Anywhere in Pakistan Railways.
3. **Salary:** Salary shall be admissible as per the Standard Pay Package issued by the Finance Division 18th April 2022 as amended from time to time.
4. **Experience Consideration:** Only post-qualification experience will be considered for eligibility.
5. **Foreign Degrees:** Candidates holding foreign degrees must provide an equivalency certificate issued by HEC/PEC.
6. **Age Relaxation:** The maximum age limit already includes any applicable age relaxations.
7. **Government Employees:** Candidates serving in Government, Semi-Government, or Autonomous organizations must apply through proper channel with a departmental NOC.
8. **Forgery Clause:** Submission of forged/false documents shall lead to disqualification and legal action.
9. **Application Submission:** Interested candidates may apply online via the National Job Portal at <https://njp.gov.pk> within fifteen (15) days of the advertisement's publication. No hard copy shall be accepted.
10. **Incomplete/Delayed Applications:** Incomplete applications, hand-submitted applications, or applications received after the due date will not be entertained.
11. **Shortlisting:** Only shortlisted candidates will be called for the test/interview.
12. **TA/DA:** No TA/DA will be provided for appearing in the test/interview.
13. **Selection Rights:** Pakistan Railways Headquarters reserves the right to accept / reject or not to fill any position(s) without assigning any reason at any stage of the recruitment process.

Project Director

Establishment of Business Development & HR Support Unit
Pakistan Railways Headquarters, Lahore (Ph: 042-99201758)