



FEDERAL EMPLOYEES BENEVOLENT
AND GROUP INSURANCE FUNDS
(ESTABLISHMENT DIVISION)

Situations Vacant

Applications from suitable candidates are invited for the following vacant project posts for its project of 90 Kanal plot M.A. Johar Town project, Lahore on two years' contract in the Federal Employees Benevolent and Group Insurance Funds (FEB&GIF). Candidates fulfilling the following criteria and covered by the specified quota may apply. Candidates are advised to read the conditions carefully before applying:

S. No.	Name of the Post	Number of Post(s)	Required Minimum Qualification	Quota	Upper Age Limit on Closing Date	Pay Package / Scale
1	2	3	4	5	6	7
1.	Project Director	1	BS in Civil Engineering/Architectural Engineering with at least 12 years' multi-dimensional experience in design concept, financial feasibility, engineering/architectural drawings of building especially in the areas of preparation of project initiation, project planning, project documentation and project execution, knowledge of Government rules and regulations on the subject, modern day construction materials/requirements of commercial buildings and experience of dealing with Government agencies..	-	-	Market salary (100,000 to 150,000)
2.	Deputy Assistant Director)	1	Four years' graduation degree (at least 2 nd Division) in Commerce or Business Administration major with Finance or MBA/M.Com major with Finance. PIPFA qualified preferred. Computer skills in MS office, Excel and Power point necessary.	Merit	33 Year	BPS-16
3.	Computer Machine operator	1	Second class Graduate in Computer science with minimum speed of 10,000 key depressions per hour for data entry / verification. Computer skills in MS Office necessary.	Merit	18-30 years	BPS-12
4.	Naib Qasid	1	Matriculate	Local Base	18-30 years	BPS-1

Note: The maximum age limit includes 5 years general relaxation granted by the Government.

Conditions:

1. Recruitment shall be made as per the procedure and criteria.
2. Last date for the receipt of applications on the prescribed form alongwith copy of the CNIC and other documents mentioned in the Proforma-A and a latest passport size photograph is **16.5.2016**. The applications should reach the undersigned on or before the last date.
3. Copies of documents need not be sent with applications. However, the candidates are required to bring their original educational/other documents at the time of Interview.
4. Incomplete applications or applications received after the dead line shall not be considered.
5. Advertisement/Prescribed application form can be downloaded from www.febgjf.gov.pk.
6. Candidates already serving in Government departments/autonomous bodies/semi autonomous bodies/ Corporations etc. should apply through proper channel.
7. Disabled persons quota in BPS-1 to BPS-15 shall be observed @ 2%. Candidates applying against the disabled quota should provide copy of disability certificate issued by the competent authority.
8. Women quota of 10% and Minorities quota of 5% shall be observed as per the Government policy.
9. Only short-listed candidates will be called for test/interview. No TA/DA will be admissible for appearing in the test/interview.
10. Appointments shall be subject to verification of educational/other documents and antecedents. If the documents of any appointee are found fake at any stage, he/she shall be liable to be terminated and shall also be liable to legal action. Candidates using or attempting to use any extraneous influence shall be liable to be disqualified.
11. Selected candidates can be posted anywhere in Pakistan.
12. Besides the above, the other relaxations are as under:

S. No.	Category of Candidates	Age Relaxation Admissible
i.	(a) Candidate belonging to Scheduled Castes, Buddhist Community, Recognized Tribes of the Tribal Areas, Azad Kashmir and Northern Areas for all posts under the Federal Government	3 years
	(b) Candidates belonging to Sindh (R) and Balochistan for posts in BPS-15 and below under the Federal Government	3 years
ii.	Released or Retired Officers/personnel of the Armed Forces of Pakistan	15 years OR the number of years actually served in the Armed Forces of Pakistan, whichever is less.
iii.	Government servants and contract employees who have completed 2 years continuous Government service on the closing date for receipt of applications	10 years, upto the age of 55 years.
iv.	Disabled persons for appointment to posts in BPS-15 and below	10 years
v.	Widow, son or daughter of a deceased civil servant who dies during service	5 years

Note: Where a candidate is entitled to age relaxation under more than one category specified above, he/she shall be allowed relaxation in age only in one category.


Director (Administration)
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