

**PRMP**

**GOVERNMENT OF THE PUNJAB
PLANNING & DEVELOPMENT BOARD
PUNJAB REFORM MANAGEMENT PROGRAM
PROGRAM MANAGEMENT UNIT**

POSITION AVAILABLE

Punjab Reform Management Program is working under the administrative control of Planning & Development Board Government of Punjab. The post mentioned below is lying vacant in Program Management Unit (PMU), PRMP which is required to be filled in immediately, purely on contract basis. Suitable candidates, both from the private and public sectors are encouraged to apply for this post. The Qualifications and Experience required for this post is mentioned below;

Sr. No.	Name of Post	Qualification & Experience	Age Limit	No. of Posts
01	Receptionist	Graduation from HEC recognized university. - At least three years experience as a receptionist in a reputed organization in the public or private sector; - Computer proficiency and experience of telephone exchange software will be given preference.	Up to 35 Years	01

- Interested candidates having the above qualification and experience may apply at www.jobs.punjab.gov.pk but should also send their applications through postal services addressed to the undersigned latest by **07th March, 2022 (Monday)** during office hours along with hard copies of their CVs, one passport size photograph, attested copies of CNIC, Educational Certificates, Degrees with detailed mark sheets and Experience certificates.
- Government employees may apply through proper channel.
- Incomplete applications or applications received after the due date will not be considered. Only short-listed candidates will be invited for interview and no TA/DA shall be admissible to the shortlisted candidates for test/interview.
- The service of those selected applicants will be terminated whose degree(s)/educational certificates are found bogus.
- Market based remuneration package shall be offered to the selected private candidates. The candidates who will be selected from the public sector shall be paid as per prevailing Government policy.
- The competent authority reserves the right to cancel the recruitment process at any stage.

PROGRAM DIRECTOR,
Program Management Unit (PMU),
Punjab Reform Management Program (PRMP),
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