

# EVACUEE TRUST PROPERTY BOARD GOVERNMENT OF PAKISTAN

## ADDENDUM

Please refer to the advertisement dated 09.06.2022.

2. The reservation of 05% quota for employment of Minorities across the Board in Federal Government service / jobs is directed by the Establishment Division vide notification No.4/15/94-R-2 dated 26.05.20009 and same was not incorporated in the above advertisement. Following may be added in Terms & Conditions for publication in newspapers as addendum.

*“The 05% quota for the Minorities will be observed as per Federal Government rules/policy.”*

**(Raja Ihtsham Farooq)**  
Assistant Administrator (Admin)

## **SITUATION VACANT**

The Services of Secretary, PMEIF on contract basis for the period of three years is required and applications are invited who fulfill following criteria:

### **QUALIFICATION**

- a. A second class Master Degree or equivalent qualification recognize from HEC in discipline relating to Business Administration, Public Administration, MBA Management, Master in Economics or any other equivalent degree.
- b. At least 10-years' experience management in Public or Private sector.
- c. Weightage will be given to applicants with experience of Education and Health Management, Public Private Partnership, Financial Management, Autonomous organization and General Management.

### **ELIGIBILITY CRITERIA:**

A person is eligible for appointment, if he/she

- Is a citizen of Pakistan
- Has not been declared defaulter in respect of re-payment of a loan by court of law.
- Has not been declared as undersigned insolvent by a court of law
- Has not been convicted by a court of law for an offence involving moral turpitude.
- Age should not be less than thirty five (35) and more than Sixty two (62) years on closing date fixed for receipt of application.

### **PAY PACKAGE**

- The lump sum package of Rs. 170,000/- plus annual increment Rs.5,000/- alongwith other Fringe benefits (i.e. Facility of Medical, Car). Negotiable in case of higher qualification or experience.
- The other financial terms & conditions will be settled at the time of selection or as otherwise admissible standard terms & condition in ETPB.

### **TERMS & CONDITIONS**

- The Secretary PMIEF shall be appointed by the authority on the basis of merit, experience and interview.
- The performance will be reviewed by the Performance Evaluation Committee after completion of first year of contract and subsequently every year and the contract can be terminated by the Authority on unsatisfactory performance.
- The contract will be terminated on one month's notice or on payment of one month's pay in lieu of notice from either side.
- No right is created towards extension in contract or permanent contract.
- Only short listed candidates will be called for interview.
- The applications of Government/Semi Government and Autonomous Bodies servants should apply through proper channel.
- Retired Government Servants can apply directly.
- No TA/DA shall be admissible.

## **MODE OF APPLICATION**

- The Candidate should submit applications by post at the address given below enclosing detailed CV alongwith copy of CNIC, two photographs, degrees/testimonials and experience certificate within 15-days of publication.
- Candidates can also apply by email at address [pmeif.contact@gmail.com](mailto:pmeif.contact@gmail.com).
- Detailed job descriptions and application Performa are available at website
- In case of any query, please contact Mr. Muhammad Zeeshan Ramzan, Admin Officer (PMEIF) at phone No.042-99213518 or email at [pmeif.contact@gmail.com](mailto:pmeif.contact@gmail.com).

**Admin Officer (PMEIF)**

**Phone No.042-99213518**

**Evacuee Trust Property Board, 9-Court Street, Lahore.**

## **JOBS DESCRIPTIONS OF SECRETARY (PMEIF)**

- i. Will be responsible for planning, managing and running the educational institutions under the Patron (Chairman ETPB) and also jurisdiction of the Board.
- ii. Keep the patron informed of all major academic/medical and administrative /disciplinary matters.
- iii. Will ensure high standard of academic/medical activities in all the institutions.
- iv. Will exercise financial powers as per rules/procedure.
- v. Write, ensure and maintain ACRs of all staff under his jurisdiction and initiate disciplinary cases against the delinquents.
- vi. Will prepare various proposals and management models and get approval from competent authority for JV, PPP mode, outsourcing or any other mode.
- vii. Will inspect institutions on monthly basis and submit report to the Chairman ETPB.
- viii. Ensure timely disbursement of salaries to staff of PMEIF.
- ix. Will be responsible for ensuring proper utilization of the grants-in-aid being given by the Board to various educational, health and Social welfare institutions.
- x. Will be responsible to deal with audit reports pertaining to his/her section.
- xi. Ensure annual audit of institutions.
- xii. Will process cases of grant-in-aid and Grants-in-aid given to various institution will be routed through his/her for the information of the Chairman and the Board.
  1. Prepare policies for Education and Health institutions of ETPB.
  2. Work for promotion of Health and Education facilities of Hindu and Sikh minorities and propose plans and policies to the Board.
- xiii. Will be responsible to prepare/ present annual budget to the Board and will be responsible for rational expenditures / financial and investment matters.
- xiv. Ensure correct maintenance of central and Joint accounts kept by the institutions. He will be responsible for efficient financial management of Health & Education institutions.
- xv. Ensure necessary repair, maintenance, security and improvement of the buildings/ institutions.
- xvi. Ensure timely condemnation of unserviceable properties/equipment's of the institutions as per procedures.
- xvii. Pursue legal cases in the Courts filed by the employees or some other agencies.
- xviii. Any other duties/assignments given by Chairman/Board.

## **TERMS & CONDITIONS OF SECRETARY (PMEIF)**

- The Secretary PMIEF shall be appointed by the authority on the basis of merit, experience and interview.
- The performance will be reviewed by the High Performance Level Committee after completion of first year of contract and subsequently every year and the contract can be terminated by the Authority on unsatisfactory performance.

- The contract will be terminated on one month's notice or on payment of one month's pay in lieu of notice from either side.
- No right is created towards extension in contract or permanent contract.
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