

| ADMINISTRATIVE POSITIONS | | | | |
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| 1. | Manager (Finance & Audit) (Rs. 375,000) | 28-40 | 1 | i. Masters in finance or commerce or accounting or equivalent minimum 16 years of education from university/institution (minimum 45 percent marks) recognized by Higher Education Commission of Pakistan. ii. Minimum 05 years of experience in finance & audit in public or reputed private sector organizations. |
| 2. | Manager (Legal) (Rs. 375,000) | 28-40 | 1 | i. Bachelors in law (L.L.B) from university/institution (minimum 45 percent marks) recognized by Higher Education Commission of Pakistan. ii. Minimum 05 years practice in lower courts (minimum) and registered as an advocate of high court. |
| 3. | Manager (IT) (Rs. 375,000) | 28-40 | 1 | i. MCS or M.Sc. or B.S/B.Sc. (Hons) in computer science or information technology or computer or equivalent minimum 16 years of education from university/institution (minimum 45 percent marks) recognized by Higher Education Commission of Pakistan. ii. Minimum 05 years of experience in public or reputed private sector organization. Experience for the development of ERP system and deployment of VDI system shall be preferred. |
| 4. | Manager (Works) (Rs. 375,000) | 28-40 | 1 | i. BS/B.Sc. civil engineering or BS/B.Sc. electrical engineering from university/institution (minimum 45 percent marks) recognized by Higher Education Commission of Pakistan. ii. Minimum 05 years of experience in dealing civil work & mechanical, electrical and plumbing (MEP) matters in public and or reputed private sector organizations. Experience in operating infrastructure on building management system (BMS) shall be preferred. |
| 5. | Assistant Manager (HR) (Rs. 225,000) | 25-35 | 2 | i. Bachelors in human resource management or public policy or public administration or equivalent minimum 16 years education in management sciences from university/institution (minimum 45 percent marks) recognized by Higher Education Commission of Pakistan. ii. Minimum 03 years of experience of administration in public or reputed private sector organizations. |

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| 6. | Assistant Manager (Finance & Audit) (Rs. 225,000) | 25-35 | 4 | i. Bachelor degree in finance or commerce or accounting or equivalent minimum 16 years of education from university/institution (minimum 45 percent marks) recognized by Higher Education Commission of Pakistan. ii. Minimum 03 years of experience in finance & audit in public or reputed private sector organizations. |
| 7. | Assistant Manager (Security) (Rs. 225,000) | 40-55 | 1 | i. An officer not below the rank of Major Rtd.) from Armed forces. |
| 8. | Assistant Manager (IT) (Rs. 225,000) | 25-35 | 2 | i. BS/B.Sc (Hons) in Computer science or Information technology or software engineering or equivalent minimum 16 years of education from university/institution (minimum 45 percent marks) recognized by Higher Education Commission of Pakistan. ii. Minimum 03 years of experience in relevant field. |
| 9. | Assistant Manager (Legal) (Rs. 225,000) | 25-35 | 1 | i. Bachelors in law (LLB) from university/institution (minimum 45 percent marks) recognized by Higher Education Commission of Pakistan. ii. Minimum 03 years of practice in reputable firm. |
| 10. | Supervisor (Electrical) (Rs. 225,000) | 25-35 | 1 | i. B.Tech (Electrical) (minimum 45 percent marks) from university/institution recognized by the Higher Education Commission of Pakistan or relevant Government authority. ii. Minimum 03 years of relevant experience. |
| 11. | Supervisor (HVAC) (Rs. 225,000) | 25-35 | 1 | i. B.Tech (Mechanical) with specialization in HVAC (minimum 45 percent marks) from university/institution recognized by the Higher Education Commission of Pakistan or relevant Government authority. ii. Minimum 03 years of relevant experience. |
| 12. | Supervisor (Mechanical) (Rs. 225,000) | 25-35 | 1 | i. B.Tech (Mechanical) (minimum 45 percent marks) from university/institution recognized by the Higher Education Commission of Pakistan or relevant Government authority. ii. Minimum 03 years of relevant experience. |
| 13. | Supervisor (Civil) (Rs. 225,000) | 25-35 | 1 | i. B.Tech (Civil) (minimum 45 percent marks) from university/institution recognized by the Higher Education Commission of Pakistan or relevant Government authority. ii. Minimum 03 years of relevant experience. |

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| 14. | Private Secretary (Rs. 150,000) | 23-35 | 4 | <ul style="list-style-type: none"> i. Bachelor's degree (minimum 45 percent marks) from university/institution recognized by the Higher Education Commission of Pakistan. ii. Minimum 30 words per minute with at least 90% accuracy as typing speed on computer. iii. Minimum 03 years of relevant experience. iv. Must be proficient in MS Office. |
| 15. | Assistant (Rs. 100,000) | 23-35 | 11 | <ul style="list-style-type: none"> i. Bachelor's degree (minimum 45 percent marks) from university/institution recognized by the Higher Education Commission of Pakistan. ii. Minimum 30 words per minute with at least 90% accuracy as typing speed on computer. iii. Minimum 03 years of relevant experience in respective fields. iv. Must be proficient in MS Office. |
| 16. | Data Entry Operator (Rs. 90,000) | 20-35 | 7 | <ul style="list-style-type: none"> i. Higher Secondary School Certificate (minimum 45 percent marks) from an institution recognized by the relevant board. ii. Minimum 30 words per minute with at least 90% accuracy as typing speed on computer. iii. Must be proficient in MS Office. |
| 17. | Telephone Operator (Rs. 80,000) | 20-35 | 5 | <ul style="list-style-type: none"> i. Higher Secondary School Certificate (minimum 45 percent marks) from an institution recognized by the relevant board. ii. Minimum 03 years of relevant experience. |