

**EXPRESS NEWSPAPER – AUGUST 26, 2023**

## PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

### SITUATIONS VACANT

Applications are invited from candidates who fulfill the prescribed qualification and experience for the vacant posts on prescribed Proforma which can be downloaded from [www.pips.gov.pk](http://www.pips.gov.pk) :

S #	Post	No of posts	Qualification and experience
5	<b>Assistant Director Accounts (OG-V)</b>	1	<b>I.C.M.A. (Intermediate)</b> or Master degree in Business Administration (Finance) or Commerce from a recognized University. Knowledge of word processing desirable. Age 20-25 years
6	<b>Assistant Research Officer (SG-I)</b>	2	Master or equivalent degree (sixteen years of education) in Social Sciences or Administrative Sciences/ Management Sciences or <b>ACMA</b> from recognized university. Age 20-25 years

- General age relaxation of five years in the upper age limit as per Government policy.
- Only those candidates possessing Certificates/Degrees from the institutions recognized by the Government/HEC are eligible to apply.
- Only short listed candidates will be called for test/interview.
- No TA/DA will be paid for the test/interview.
- The Institute reserves the right to increase/decrease the advertised posts or to cancel the process of recruitment partially or completely.

Kindly ensure submission of applications on the prescribed proforma complete in all respects along with (i) attested photocopies of educational testimonials (ii) Domicile certificate (iii) CNIC, and (iv) Passport size photograph to the undersigned within 15 days of the date of advertisement at the address given below:

PID(I)1242/23

**Assistant Director (HR)**

**Pakistan Institute for Parliamentary Services**

Ataturk Avenue, Near Kashmir House,  
Sector F-5/2, Islamabad

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**PAKISTAN CIVIL AVIATION AUTHORITY (PCAA)**
**OPPORTUNITY TO BECOME A PART OF PCAA'S PROFESSIONAL TEAM  
 SITUATION VACANT NOTICE NO. 21/2023**

Pakistan Civil Aviation Authority requires services of qualified individuals to fill the following vacant posts on contract basis for three (03) years (extendable) where selection will be made purely on suitability and merit:-

Post	No. of Seat (s)	Prescribed Qualification	Quota & Pay Scale	Age Limit
Deputy Director Accounts (PEL) (EG-03)	(01)	<ul style="list-style-type: none"> <li>➤ Qualification:               <ul style="list-style-type: none"> <li>■ M.Com / MBA (Finance) / any Master's degree in Finance from a local / foreign Institute recognized by HEC.</li> <li>OR</li> <li>■ A Member of any recognized body of Professional Accountants (CA/ ACMA/ ACCA/ CIMA).</li> </ul> </li> <li>➤ Experience:               <ul style="list-style-type: none"> <li>Minimum ten (10) years of post-qualification relevant experience with atleast three (03) years of experience in managerial capacity.</li> </ul> </li> <li>➤ Desired Skills:               <ul style="list-style-type: none"> <li>■ Proficiency in computer</li> <li>■ The candidate should have an excellent knowledge of IFRS, Company Law, Internal Financial Controls, Code of Corporate Governance, Risk Management Practices, PPRA Rules and proficient in handling of Tax Matters including filing of Returns, Managing Tax Litigations and reconciliation of Sales &amp; Income Tax Ledgers</li> <li>■ Preference will be given to the candidate who is well versed with common ERP solutions (Oracle / SAP) having exposure of Accounts preparation in a large scale Commercial / Public Sector Entity</li> <li>■ Excellent Presentation, Problem Solving Leadership, Decision Making and Analytical Skills</li> <li>■ Exceptional Attention to details</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Merit</li> <li>■ Lump Sum Pay Package shall be offered equivalent to Gross Pay of Executive Group – 03 (EG-03) with 5% annual increment. (Negotiable)</li> </ul>	<b>Maximum 45 years</b>  (including all age relaxations)

**Application Procedure:**

- (a) Interested candidates are required to fill & submit Online Job Application Form available at [www.caapakistan.com.pk](http://www.caapakistan.com.pk) within fifteen days from the date of this advertisement.
- (b) Candidates will be required to upload scanned copies of certificate / degree of the required qualification only of the concerned post as mentioned above and CNIC while applying for the job.
- (c) In case a candidate does not upload the above documents with the online application form, his/her application will be rejected.
- (d) All the interested candidates must read the Terms of Reference (TOR) mentioned in the detailed notice available at [www.caapakistan.com.pk](http://www.caapakistan.com.pk) before applying for the post.

ADDITIONAL DIRECTOR HR (TM)  
 HEADQUARTERS PAKISTAN CIVIL AVIATION AUTHORITY,  
 TERMINAL-I, JINNAH INTERNATIONAL AIRPORT, KARACHI  
 TEL: 021-99072067

**PID(K)630/23**
[www.caapakistan.com.pk](http://www.caapakistan.com.pk)

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## **PAKISTAN SECURITY PRINTING CORPORATION (PVT.) LIMITED**

**Pakistan Security Printing Corporation (Pvt.) Limited, (PSPC)** is a wholly owned subsidiary of State Bank of Pakistan, registered under Companies Act, 2017. It is engaged in printing of Banknotes and Prize Bonds. The Corporation is looking for dynamic, high calibre, experienced professional to further strengthen its capacity to achieve its strategic goals and objectives.

PSPC invites applications from high potential talented Pakistani/AJK Nationals possessing requisite qualification and experience for the post of **Company Secretary (on contract basis for 03 years)**, as per the following criteria:

<p><b>Company Secretary</b> <b>(Equivalent to General Manager)</b></p>	<p><b>Education:</b> Master's/Bachelor's degree (equivalent to 16 years of education) in Business/ Finance/Legal from reputed university recognized by HEC; or <b>Member of a recognized body of a professional accountant</b>. Preference will be given to a member of a recognized body of corporate or chartered secretaries.</p> <p>In case the degree is obtained from a foreign university, the shortlisted candidates shall be required to submit the equivalence certificate from Higher Education Commission (HEC) at the time of interview.</p> <p><b>Age:</b> Maximum 50 years as on the last date of submission of application to PSPC.</p> <p><b>Experience:</b> At least 15 years of relevant post qualification experience as a Company Secretary in any reputable industry.</p>
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### **Terms of Appointment**

- i. A competitive compensation package will be offered as per Corporation's policy.
- ii. The appointment will be made for 3 years on a contract basis.
- iii. The appointment will be made subject to the Security Clearance of the successful candidate as per the policy.

### **Procedure for Appointment**

- a) The Corporation is an equal opportunity employer.
- b) Misinformation, using influence or forwarding recommendation will render applicant disqualified.
- c) Only shortlisted candidates will be called for further process.
- d) No TA/DA will be admissible.
- e) The applications along with detailed CV, copies of all educational credentials, CNIC, experience certificates, and a recent passport size photograph should be posted to "Director Human Resources, Pakistan Security Printing Corporation, Jinnah Avenue, Malir Halt, Karachi" or uploaded at our website latest by **September 11, 2023**.
- f) For detailed job description, please visit <https://www.pspc.gov.pk/careers/>

PID (K) No. 609/23