

INTERIM TEMPORARY ENGAGEMENT OF EXPERTS, PROFESSIONALS, TECHNICAL PERSONS AND OTHER PERSONNEL

Sealed Applications are invited from suitable candidates on purely Temporary Engagement for a period of one (1) year. The Prescribed eligibility criteria is mentioned against each post as under:-

Sr. No.	Job Description	Posts	Minimum Qualification and Eligibility Criteria	Age Limit
1	General Manager	1	Master's Degree in Administrative Sciences / Public Administration / Business Administration or equivalent from a recognized university. Along with 3-years' experience in relevant field.	30-40
2	Manager Women Wing 01 Female	1	Master's in Business Administration with Specialization in HRM from a recognized university along with 03-years' relevant experience, preferably in Administration and CRM.	25-40
3	Manager Operations	1	B.Sc. Electrical Engineering, minimum 04-years' experience in relevant field. (Experience of working in any public sector Sports institution / body shall be preferred).	25-40
4	Accounts Officer	1	Master's degree in Accounting & Finance / MBA (Finance) / M.Com / ACCA / ACMA OR B.Com / B.Com (Hons) or equivalent, with minimum 2-years of experience in relevant field	21-40
5	IT In-charge	1	BS-IT / BS-CS / BCS / MBIT / MIT OR Graduate along with certifications in computer courses with 2-years of experience in relevant field.	21-40
6	Assistant Manager (Admin)	1	Master's Degree in Administrative Sciences / Public Administration / Business Administration / or equivalent from a recognized university minimum 2-years' experience in relevant field.	21-40
7	Office Assistant- Female	1	Graduation. Candidates having computer skills shall be preferred.	21-40
8	Assistant Manager (Sports Events)	1	Master's degree in Sports Sciences from a recognized university, alongwith 2 years experience in swimming and other sports events management.	21-40
9	Assistant Accounts Officer	1	Master's degree in Accounting & Finance / MBA (Finance) / M.Com / ACCA / ACMA OR B.Com / B.Com (Hons) or equivalent, with minimum 2-years of experience in relevant field	21-40
10	Admin Officer	1	Graduation with 02 Years Experience as Administrator/ Admn. Officer	21-40
11	Coordinator/ Receptionist (02 Male/ 04 Female)	6	Graduation preferably Master's degree with 1-years' experience in Customer services / Customer Relationship or Hospitality or other relevant fields.	21-40
12	Assistant IT In-charge	1	BS-IT / BS-CS / BCS / MBIT / MIT OR Graduate along with certifications in computer courses with 2-years of experience in relevant field.	21-40
13	Computer Operator	1	Minimum Intermediate with computer diploma in MS office or similar applications.	21-40
14	Security Control Room In-charge	2	Intermediate retired Naib Subedar / Havaldar, Commensurating Rank of Pakistan Army / Rangers, with 10-years' service in Army / Rangers, and computer literate and also able to handle wireless / walky talky.	Max. 50
15	CCTV Operator	1	Intermediate with 05 Years Experience and should be able to operate walki talki.	21-40
16	Technicians Electrical (DAE)	1	DAE(Electrical) / B-Tech or Diploma holder in Electrical Engineering / Technology or equivalent with atleast 2 year of experience;	21-40
17	Technicians Chemical (DAE)	1	DAE(Chemical) or B-Tech or Diploma holder in Electrical Chemical Engineeeng / Technology or equivalent with atleast 2 year of experience.	21-40
18	Games Control Room Operator	1	BS-IT / BS-CS / BCS Graduate along with certifications in computer courses with 2-years of experience in relevant field.	21-40
19	Telephone exchange Operator	2	Matric, minimum 02-years experience in relevant field.	21-40
20	Life Guard 03 Male/ 04 Female	7	Matric, minimum 02-years experience in relevant field.	21-40
21	Head Life Guard Male	1	Matric, National Champion/ International Swimming Player with 05 Years Experience as Life Guard.	21-40
22	Trainer/ Coaches 01 Male/ 02 Female	3	Graduate with achievements at University / Provincial / National Level. OR Matric / Intermediate with exposure as International Player representing Pakistan.	21-40
23	Gym Instructor 02 Male/ 02 Female	4	Intermediate with 1-year experience in physical fitness OR Intermediate with Body Building title/ champion	21-40
24	Pool Attendant 02 Male/ 02 Female	4	Intermediate with minimum 03-years experience of Pool Operation	21-40
25	Pool Vacuum Cleaner Male	2	Literate with 02 Years Experience as Pool Cleaner	21-40
26	Security Guard Males	2	Reared Sepoy / Lance Naik Commensurating Rank, of Pakistan Army / Rangers with 18-years Service alongwith Matnc and physically fit and category-A	Max. 50
27	Tube Well Operator	1	Middle preferably Matric with 01-year relevant experience	21-40
28	Plumber	2	Literate having 1-years experience in relevant field.	21-40
29	Electrician	2	Middle with 3-years experience in relevant field.	21-40
30	Parking Staff	1	Middle preferably Matric with valid LTV license, preferably 1-year relevant experience.	21-40
31	Pool Operator	4	Middle preferably Matric with valid LTV license, preferably 1-year relevant experience.	21-40
32	Beldar/ Mali	6	Literate. Candidates with relevant experience shall be preferred	21-40
33	Outdoor Game Coolie	2	Literate. Candidates with relevant experience shall be preferred	21-40
34	Sweeper 07 Male/ 03 Female	10	Literate with 01-year relevant experience.	21-40
35	Changing Room Attendant (01 Male/ 01 Female)	2	Matric, minimum 02-years experience in relevant field.	21-40
36	Peon/ Office Boy	3	Middle preferably Matric with 01-year relevant experience.	21-40
37	First Aid Responders 01 Male/ 01 Female	2	Intermediate with First Aid Diploma having 02 Years Experience	21-40

INSTRUCTIONS TO APPLY

- All engagements shall be made purely on Temporary Basis for a period of 01 Year, as interim arrangements only.
- The engagement of any person shall not create any right of temporary, contractual or permanent selection / recruitment.
- Number of required personnel can be increased or decreased or the Board can also cancel the whole engagements process at any time without any prior notice.
- Candidates must be domiciled in the Punjab.
- The Sealed Applications along with 02 recent pictures, attested copies of educational qualification CNIC, domicile and experience certificates must reach at the following address;
(For Swimming Pool) Deputy Director Sports Board Punjab, National Hockey Stadium, Nishtar Sports Complex, latest by 29th, March 2017.
- Please clearly mention name of the post applied for on top of the envelop.
- No TA/DA shall be admissible.

IPL#2682

DEPUTY DIRECTOR, SPORTS BOARD PUNJAB