

**GOVERNMENT OF PAKISTAN**  
**PAKISTAN RAILWAYS HEADQUARTERS**  
**LAHORE**



\*\*\*\*\*

Applications are invited for filling the following post in the Project of “**Establishment of Business Development and HR Support Unit, Pakistan Railways**”. All positions are Lahore based.

Sr #	Description of the Post	Posts	Qualification	Experience/ Brief JDs	Age Limit
01	HR Expert-I PPS-09	01	<ol style="list-style-type: none"> <li>MBA/MS HR or related area.</li> <li>Minimum 16 years of education.</li> <li>All degrees must be recognized by HEC.</li> </ol>	<ul style="list-style-type: none"> <li>Minimum of Ten (10) years of work experience in HRM.</li> <li>Candidate with experience in developing &amp; implementing HR policies, Performance Management Systems, Organizational Design, Change Management, Reviewing Rewards and Compensation systems, Conducting Performance Diagnostic Studies, and Developing Performance Improvement Plans.</li> <li>SHRM, CIPD certified will be preferred.</li> </ul>	Max: 45 years
02	HR Expert-II PPS-9	01	<ol style="list-style-type: none"> <li>MBA/MS HR or related area.</li> <li>Minimum 16 years of education.</li> <li>All degrees must be recognized by HEC.</li> </ol>	<ul style="list-style-type: none"> <li>Minimum of Ten (10) years of work experience in HRD / Training management</li> <li>Candidate must have hands-on experience in Training Plans, Processes, GAP analysis, TNA, formulation of HRD Policies, ROI of Training Programs, and LMS.</li> <li>SHRM, CIPD certified will be preferred.</li> </ul>	Max: 45 years
03	Legal Expert PPS-9	01	<ol style="list-style-type: none"> <li>LLB/ LLM Specialization in Corporate Law / Masters in Public Policy or related areas.</li> <li>Minimum of 16 years of education.</li> <li>All degrees must be recognized by HEC.</li> </ol>	<ul style="list-style-type: none"> <li>Minimum of Ten (10) years of work experience in Contract Management/ Legal Management/PPP.</li> <li>Providing legal input in developing policies and plans for launching PPP initiatives.</li> <li>Ability to develop &amp; manage different types of contracts under revenue and development projects.</li> <li>Examining legal aspects of PPP proposals and projects.</li> <li>Ability to execute contracts in accordance with the guidelines, policies &amp; procedures.</li> </ul>	Max: 45 years
04	Deputy COPS/ Inspection PPS-9	01	<ol style="list-style-type: none"> <li>MBA / Masters in Economics/ BE in Transportation Engineering or related areas.</li> <li>Minimum 16 years of education.</li> <li>All degrees must be recognized by PEC/HEC.</li> </ol>	<ul style="list-style-type: none"> <li>Minimum Ten (10) years of work experience in Transport Safety, inspection, and prevention.</li> <li>Performs hazard analyses and recommends mitigation procedures to PR management.</li> <li>Develop and implement departmental safety work order tracking and reporting.</li> <li>Analyze accident and incident reports for trends; make recommendations for correcting unsafe conditions and actions.</li> <li>Familiarity with safety in the transport sector will be given preference.</li> </ul>	Max. 45 Years
05	Financial Analysis Expert PPS-9	01	<ol style="list-style-type: none"> <li>ACA/ ACMA/ ACCA/ CA Finalist MBA/ MS (Finance)/ Msc Economic or related areas.</li> <li>Minimum 16 years of education.</li> <li>All degrees must be recognized by HEC.</li> </ol>	<ul style="list-style-type: none"> <li>Overall, Ten (10) years of work experience with minimum of five (05) years of experience in Financial Analysis, Economic Analysis, and Sensitivity Analysis.</li> <li>Analyze financial data &amp; information to forecast business, industry &amp; economic conditions.</li> <li>Evaluating and comparing the viability of Railway projects and plans.</li> <li>The use of advanced software related to financial analysis will be given preference.</li> </ul>	Max: 45 years
06	Rail Transport Costing Expert PPS-9	01	<ol style="list-style-type: none"> <li>ACA/ ACMA/ ACCA/ CA Finalist MBA/ MS (Finance)/ Msc Economic or related areas.</li> <li>Minimum 16 years of education.</li> <li>All degrees must be recognized by HEC.</li> </ol>	<ul style="list-style-type: none"> <li>Overall, Ten (10) years of work experience in Pricing, Costing with a minimum of five (05) years of experience in Transport Costing.</li> <li>The use of advanced software related to costing &amp; financial analysis will be given preference.</li> <li>Able to determine the prices of products and services.</li> <li>Provide pricing guidance to business development teams.</li> </ul>	Max: 45 years

07	Manager Customer Relations PPS-9	01	<ol style="list-style-type: none"> <li>1. MBA (Marketing)/ Master in Public Relations/ Public Administration or related discipline.</li> <li>2. Minimum 16 years of education.</li> <li>3. All degrees must be recognized by HEC.</li> </ol>	<ul style="list-style-type: none"> <li>- Minimum Ten (10) years of work experience in a similar field.</li> <li>- Excellent interpersonal and communication skills.</li> <li>- Proficient in all Microsoft applications.</li> <li>- Superior Product Knowledge.</li> <li>- A team player with leadership skills.</li> <li>- Maintain a positive attitude focused on customer satisfaction.</li> <li>- Develop campaign strategies and plans for marketing activities such as telemarketing, public relations initiatives, etc.</li> <li>- Able to create proposals for new business based on research conducted on potential customers' needs and preferences</li> </ul>	Max: 45 years
08	Manager Dry Ports & Terminals PPS-9	01	<ol style="list-style-type: none"> <li>1. Master in Transport Engineering/ Supply Chain/ Logistics or related areas.</li> <li>2. Minimum 16 years of education.</li> <li>3. All degrees must be recognized by PEC/HEC.</li> </ol>	<ul style="list-style-type: none"> <li>- Minimum Ten (10) years' work experience in a relevant field including administration.</li> <li>- Coordinate operating activities between warehouse, dry port, headquarters, and port office to set proactive plan, and priority delivery forecast.</li> <li>- Able to collaborate with agencies/companies to increase the inflow of goods.</li> </ul>	Max: 45 years
09	Senior Safety Officer PPS-8	02	<ol style="list-style-type: none"> <li>1. MBA / Masters in Economics/ BE in Transportation Engineering or related areas.</li> <li>2. Minimum 16 years of education.</li> <li>3. All degrees must be recognized by PEC/HEC.</li> </ol>	<ul style="list-style-type: none"> <li>- Minimum Five (05) years of work experience in Transport Safety.</li> <li>- Familiarity with safety in the transport sector will be given preference.</li> <li>- Able to collect proper information about accidents and make a report of the event.</li> <li>- Framework the working rules and details procedures for the stations/ tracks and surroundings for prevention from accidents and modify them according to the requirements.</li> <li>- Familiarity with safety in the transport sector will be given preference.</li> </ul>	Max: 45 years
10	Assistant - Safety Inspector PPS-6	02	<ol style="list-style-type: none"> <li>1. Graduation or equivalent</li> <li>2. Certificate of Basic Computer Knowledge (MS Office)</li> </ol>	<ul style="list-style-type: none"> <li>- A minimum of Five (05) years of experience in Safety or a relevant field.</li> <li>- Vast experience in field visits in transport safety.</li> <li>- Familiarity with safety in the transport sector will be given preference.</li> <li>- Proficient in MS Office is a must.</li> </ul>	Max: 35 years
11	Assistant PPS-6	02	<ol style="list-style-type: none"> <li>1. Graduation or equivalent</li> <li>2. Certificate of Basic Computer Knowledge (MS Office)</li> </ol>	<ul style="list-style-type: none"> <li>- A minimum of Five (05) years of experience in a relevant field.</li> <li>- Public sector experience will be given preference.</li> <li>- Proficient in MS Office is a must.</li> </ul>	Max. 35 years
12	Computer Operator PPS-4	02	<ol style="list-style-type: none"> <li>1. Intermediate or equivalent</li> <li>2. One year Diploma of Basic Computer Knowledge (MS Office)</li> </ol>	<ul style="list-style-type: none"> <li>- A minimum of Four (04) years of experience in a relevant field. Public sector experience will be given preference.</li> <li>- Proficient in MS Office is a must.</li> </ul>	Max: 30 years
13	Junior Clerk PPS-3	02	<ol style="list-style-type: none"> <li>1. Intermediate or equivalent</li> <li>2. Certificate of Basic Computer Knowledge (MS Office)</li> </ol>	<ul style="list-style-type: none"> <li>- A minimum of Three (03) years of experience in a relevant field.</li> <li>- A speed of 25 words per minute in typing on a Computer in English.</li> </ul>	Max: 30 years
14	Naib Qasid PPS-1	05	<ol style="list-style-type: none"> <li>1. Middle or equivalent</li> </ol>	<ul style="list-style-type: none"> <li>- A minimum of Two (02) years of experience in a relevant field.</li> </ul>	Max. 28 Years

1. The posts are completely on contract a basis for a period of **One Year** which could be considered for an extension on satisfactory performance during the initial period and maximum up to the completion of the project.
2. Only those experience(s) will be considered which are obtained after the required qualification mentioned against each position.
3. Age relaxation is already included in the maximum age required for each position.
4. Salary will be admissible as per the Standard Pay Package issued by Finance Division.
5. For positions 1 to 13, candidates apply online at National Job Portal (<https://njp.gov.pk>), and for position no 14, candidates send applications to the address given below along with application,

attested copies of all educational, experiences certificates, recent photograph, domicile and CNIC within 15 days from the date of publication of advertisement.

6. The candidate serving in Government, Semi Government or Autonomous institutions should route their applications through proper channel.
7. Foreign degree holders must attach the equivalency certificate obtained from HEC/PEC.
8. Only shortlisted candidates will be called for test/interview.
9. The PR HQ reserves the right to select/reject or not to fill any position (s) without assigning any reason at any stage of recruitment process.
10. Incomplete applications, by hand applications and applications received after the due date, will not be entertained
11. No TA/DA will be admissible for the test/interview.

**Project Director**

Establishment of Business Development & HR Support Unit

Pakistan Railways Headquarters,

Lahore

Ph: 042-99201758