

GOVERNMENT OF THE PUNJAB  
AGRICULTURE DEPARTMENT

**SITUATION VACANT**

Applications on prescribed form, are invited from eligible persons (Male & Female) domiciled in Punjab for the following posts for recruitment on contract basis under the development project "Extension Services 2.0-Farmer Facilitation through Modernized Extension":-

Sr. No.	Position/Lump Sum Pay Package	No. of post (s)	Qualification/Experience.
1.	Systems/Network Administrator, Lump Sum Pay Rs. 100,000/-month	01	<p><b>Age Limit: 28 – 40 years.</b></p> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Bachelors or Masters (16 years of education) in any field of IT, from a reputed foreign/Local HEC-recognized university/institution.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 07 years' experience of design, installation and maintenance of Local and Wide Area Networks (LAN/WAN) at a local or foreign organization of good repute.</li> <li>• 05 years' experience of installation, troubleshooting and maintenance of Data Center Web/Application and Database Servers, and other client or server software packages.</li> <li>• Preference will be given to the professionals with industry standard certifications in the respective discipline.</li> </ul>
2.	Web/Application Administrator, Lump sum pay Rs. 100,000/month	01	<p><b>Age Limit: 28 – 40 years.</b></p> <p><b>Qualifications:</b></p> <p>Bachelors or Masters (16 years) in any field of IT from some reputed foreign/local HEC recognized University/Institution.</p> <p><b>Experience:</b></p> <p>Minimum 07 years' experience at a local or foreign organization of good repute in a similar role and position.</p> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• In depth knowledge of the leading Web-based software development technologies and patches of software systems and application techniques relating to website design, development and maintenance/upgradation.</li> <li>• Well versed about multi-tier vs. client/server models of software systems and connectivity with relational database systems for Transactional and Analytical</li> </ul>

			<p>systems.</p> <ul style="list-style-type: none"> <li>• Well aware of all phases of Systems Development Life Cycle (SDLC) especially design, testing and installation.</li> <li>• Well versed regarding deployment and installation packages and guidelines for new releases and patches of software systems and applications.</li> </ul>
3.	Call Center Administrator, Lump Sum Pay Rs.100,000/month	01	<p><b>Age Limit: 28 – 40 years.</b></p> <p><b>Qualifications:</b> Bachelors or Masters (16 Years) in any field of IT, Telecommunication, Electrical or Electronics from a reputed foreign/Local or HEC recognized University/institution.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 07 years of maintenance of IVR systems, PABX, Voice switches, Telephone Exchanges and other switching system/devices at a local or foreign organization of good repute.</li> </ul>
4.	Database Administrator, Lump Sum Pay Rs.100,000/month	01	<p><b>Age Limit: 28 – 40 years.</b></p> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Bachelors or Masters (16 Years) in any field of IT from some reputed foreign/Local HEC recognized University/institution.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 07 years at a local or foreign organization of good repute in a similar role and position. Preference will be given to the professionals with industry standard certifications in the respective discipline.</li> </ul>
5.	Network Officer, Lump sum salary Rs. 70,000/-	01	<ul style="list-style-type: none"> <li>• <b>Maximum Age 35 Years</b></li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Bachelor (Hons/Four Years) or Master degree in Computer Science/Engineering (IT/ICT), Software Development or related field. Programming languages and other certifications will be an added advantage.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• A minimum of Five (5) years of relevant work experience in the public or private sector, working with multiple ICT projects.</li> <li>• Good working knowledge about application of ICTs for rural areas and development, commonly known as “ICT4D”.</li> <li>• Familiar with writing requirements and functional design specification documents.</li> </ul>

			<ul style="list-style-type: none"> <li>• Knowledge of mobile applications and telecommunication related communication methods.</li> <li>• Deep understanding and exposure to coding and database development on various platforms including Microsoft, Oracle etc.</li> <li>• Familiar with databases and GIS systems and applications.</li> <li>• Strong analytical and writing skills, and experience of presenting complex technical information in a comprehensible way for non-specialist readers.</li> <li>• Good communication skills and fluency in English and Urdu.</li> </ul>
6.	Research Associate, Lump Sum Pay Rs. 50,000/-month	06	<ul style="list-style-type: none"> <li>• <b>Age upto 30 years</b></li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• M.Sc. in GIS or BCS (four years) having of GIS from HEC recognized University.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 02 years.</li> </ul>
7.	NOC Operator, Lump Sum Pay Rs. 45,000/-month	04	<p><b>Age Limit: 24 – 35 years.</b></p> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Bachelors or Masters (16 years) in any field of IT, from a reputed foreign/Local HEC-recognized university/institution.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 03 years experience of design, installation and maintenance of Local and Wide Area Networks (LAN/WAN) at a local or foreign organization or good repute.</li> <li>• Preference will be given to the professionals with industry standard certifications in the respective discipline.</li> </ul>
8.	Digitizer, Lump Sum Pay Rs. 40,000/-month	20	<ul style="list-style-type: none"> <li>• <b>Age upto 30 years</b></li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• B.Sc. (four years) GIS/Geography/Geometrics/BCS (four years) from HEC recognized university. Preference shall be given to those who have IT Background.</li> </ul>
9.	Manager Finance BPS-18 + Project Allowance @ Rs. 50,000/-	01	<ul style="list-style-type: none"> <li>• <b>Maximum age: 50 years</b></li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• M.B.A (Finance) M.Com / ACMA or equivalent having 3 year experience in line</li> </ul>
10.	Agricultural Officer,	03	<ul style="list-style-type: none"> <li>• <b>Age limit: 25 – 35 years</b></li> </ul>

	BS-17		<b>Qualifications/Experience:</b> <ul style="list-style-type: none"> <li>• M.Sc. (Hons) Agri. Soil Science or B.Sc. (Hons) Soil Science with at least two years' experience in related field.</li> </ul>
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### **NOTE**

1. The employees of Government/Semi-Government/Autonomous Bodies working under the administrative control of Punjab Government are not entitled to apply against the posts with lump sum pay package mentioned at Sr. No. 01 to 09.
2. Relaxation in upper age limit is not admissible for the posts with lump sum pay.
3. 05 years relaxation in upper age limit is admissible for the post at Sr. No. 10.
4. In case of other relevant degrees, the equivalence certificate issued by the HEC will be provided by the candidate.
5. The contract appointments are temporary in nature, non-transferable, job / post specific, non-pensionable & conferring no right for regularization. The contract appointment will be **initially for 01 year** which can be extended upto project period with the approval of competent authority.
6. In case the project period is reduced/ enhanced, contract appointment order may be amended accordingly with approval of competent authority.
7. Retired persons are not eligible. The persons who are already in Government service including contract employees should apply through proper channel. In case of selection, a confirmed civil servant shall retain his lien against his original substantive post.
8. The recruitments will be made strictly on merit on all Punjab basis in accordance with the rules, selection criteria and other provisions of Recruitment Policy and Contract Appointment Policy, 2004.
9. The applications on prescribed form (which can be downloaded from [www.agripunjab.gov.pk](http://www.agripunjab.gov.pk)) addressed to the **Secretary Agriculture, Government of the Punjab, Civil Secretariat, 2-Bank Road (Old P&D Building), Lahore** clearly indicating the post applied for along with curriculum vitae (CV), three passport-size recent photographs and attested copies of all the relevant documents, CNIC/certificates/degrees, which include detailed marks certificates including CGPA, Hafiz-e-Quran Certificate, position in Board/University, issued by the authorized Institute/Madrissa, release orders for Ex-Service men, issued by the concerned authority/Institute and must reach by **10<sup>th</sup> June, 2019**. Late and incomplete applications will not be considered and only eligible candidates will be called for test/interview. No TA/DA shall be paid.
10. The candidates can also apply at [www.jobs.punjab.gov.pk](http://www.jobs.punjab.gov.pk). **However, hard copy of application form alongwith complete attested relevant documents is mandatory** to submit to this department.
11. List of eligible candidates shall be displayed on the Notice Board 03 days prior to the interview in addition to the interview call letters. In case of any query/ clarification, the candidate may approach the Additional Secretary (Planning), Government of the Punjab, Agriculture Department, Lahore at least two days prior to interview date.

12. List of successful candidates shall be displayed on the Notice Board in addition to issuance of offer of appointment letters after approval of the recommendations of Department Selection Committee, by the competent authority.
13. The competent authority has the right to increase or decrease the number of posts.
14. The selected candidates under the project against the posts of lump sum pay package are not entitled for the benefit of any pay protection except post mentioned at Sr.No. 10.
15. No post falls under the quota reserved for Women, Minorities and Disabled persons.

**FAKHAR IQBAL**  
**Section Officer (R&E)**  
**Government of the Punjab,**  
**Agriculture Department,**  
**2-Bank Road, Lahore**  
**042-99210508**

# JOB DESCRIPTION

Sr. No	Name Post	Job description
1.	Manager Finance	<ul style="list-style-type: none"> <li>• He will assist the Project Director regarding financial matters and audit issues.</li> <li>• He will assist Project Director to prepare physical and financial achievements on fortnightly, monthly, quarterly &amp; annual basis.</li> <li>• Will assist Project Director to ensure timely submission demand of funds, re-appropriation, excess &amp; surrender as per budget schedule and requirement of the department</li> <li>• Will assist to prepare progress report, presentation, financial progress etc. as per requirement of the project.</li> </ul>
2.	Systems/Network Administrator	<ul style="list-style-type: none"> <li>• To configure /manage / monitor all the networking equipments (routers, Switches, Modems, Firewalls, IDS, IPS, Load Balancers etc.)</li> <li>• Management and troubleshooting of the Network applications, equipments and infrastructure installed at different offices and Data Center.</li> <li>• To define and implement Network / System Security and Management policies and procedures.</li> <li>• To manage the hosted staging and productions servers hosting Websites and back-office applications.</li> <li>• To maintain inventory for hardware components installed.</li> <li>• Management and troubleshooting software applications, servers and services running on the infrastructure installed at offices and Data Center.</li> <li>• To define and implement Network/Application Security policies and procedures.</li> <li>• To configure Antivirus software at server level, and downloading the patches and DAT files through a centralized management system.</li> <li>• To build strong understanding of layered security at network and application level, and resolving the issues related to layered security.</li> <li>• Monitor the development of applications for the organization from the security perspective.</li> <li>• Interaction with end users (i.e. employees of department) to provide support regarding network related issues like connectivity with servers, PCs and other equipments on the LAN/WAN after the implementation of layered security.</li> <li>• To communicate and liaison with web hosting and internet connectivity (bandwidth) provider(s) for reliable, smooth and stabilized web hosting of website.</li> <li>• Interaction with end users to provide support regarding security features of software applications and hardware components employed.</li> <li>• Management and troubleshooting software applications, servers and services running on the infrastructure installed at different offices and Data Center.</li> </ul>
3.	Database Administrator	<ul style="list-style-type: none"> <li>• To plan and manage the database systems according to the requirements of the departments.</li> <li>• To provide technical input to the senior management regarding database systems involved in the project.</li> </ul>

		<ul style="list-style-type: none"> <li>• In depth knowledge of the current leading databases, development tools, middleware tools, hardware platforms and operating systems.</li> <li>• Well versed about multi-tier vs. client/server models of software systems and database technologies (e.g. Transactional, Relational, and Distributed databases) in general.</li> <li>• Fully equipped with the techniques and technologies regarding backup, recovery, and performance tuning of modern Relational Database Management Systems (RDBMS).</li> <li>• Well aware of installation, restoration and migration of Relational and Distributed Database Systems across different platforms and servers.</li> </ul>
4.	Web/Application Administrator	<ul style="list-style-type: none"> <li>• To maintain/develop software applications and websites for departments.</li> <li>• To Train existing staff regarding use and maintenance of existing and newly developed software packages and applications.</li> <li>• To provide technical input to the senior management regarding existing and newly proposed software application systems, their performance and usability, and training requirements for existing staff of department.</li> <li>• To manage the hosted staging and productions servers hosting Websites and back-office applications for department.</li> <li>• Interaction with end users to provide support regarding uploading and publishing text and multimedia content on the website.</li> <li>• Management and troubleshooting software applications, database systems, operating platforms, and server boxes installed for hosting websites.</li> <li>• Management and troubleshooting Content Management System (CMS), User Access &amp; Privileges component, and other services running on the portal.</li> <li>• To define and implement website updating and up-gradation policies and procedures.</li> <li>• To define and implement System Security and Management policies and procedures.</li> <li>• To monitor and maintain performance of the server boxes hosting web-based applications for department.</li> <li>• Monitor patches, upgrades and bulletins from different software and application vendors, and ensure that latest patches of operating &amp; application software and database systems are installed on the staging/production servers</li> <li>• To communicate with web hosting provider for reliable, smooth, and stabilized web hosting of website.</li> </ul>
5.	Call Center Administrator	<ul style="list-style-type: none"> <li>• To install, manage and troubleshoot the Interactive Voice Response (IVR) Systems and devices installed in the LAN/WAN.</li> <li>• Management and troubleshooting of the software application, database systems and infrastructure comprising the IVR Answering System(s).</li> <li>• To ensure that latest information and data is disseminated to the citizens and employees through the public and internal IVR System(s).</li> <li>• To communicate and liaison with internet connectivity (bandwidth) provider(s) and voice carriers/operators for reliable, smooth and stabilized telephoning services to departments.</li> <li>• Interaction with end users and Network/Database Administrators to provide support regarding the problems arising while interacting with the Answering systems, IVR and other switching equipments networked in departments.</li> </ul>
6.	Network Officer	<ul style="list-style-type: none"> <li>• Data entry on Project software.</li> </ul>

		<ul style="list-style-type: none"> <li>• Report to Program Manager about Project software operation and problems on daily/weekly basis.</li> <li>• Development/Graphic designing of software and also develop a software for physical and financial activities of the project and regular physical and financial activities of the Agriculture Extension &amp; AR wing including district functions of Extension Wing.</li> <li>• Provide training to project related staff for the use of project software at provincial and district levels.</li> <li>• He will be responsible to report to Provincial PD and DGA (Ext) regarding project software reports and other miscellaneous relevant activities to the project.</li> <li>• He will be responsible to keep the whole Project software system operational and web designing with the help of IT firm hired under the project.</li> <li>• He will also be responsible to manage the trouble shooting in computers of the project, provincial Head Quarter (DGA Office) and at district level in consultation with IT firms hired under the project.</li> </ul>
7.	Research Associate	<ul style="list-style-type: none"> <li>• Spatial data entry.</li> <li>• Task allocated by GIS Analyst.</li> <li>• Assist Agriculture Officer in survey.</li> </ul>
8.	Digitizer	<ul style="list-style-type: none"> <li>• Data acquisition from different sources.</li> <li>• Transformation of data into excels sheets and integration of data.</li> <li>• Spatial Database Handling.</li> </ul>
9.	NOC Operator	<ul style="list-style-type: none"> <li>• To manage the Data Networks of department.</li> <li>• Management and troubleshooting of the Network applications, equipment and infrastructure installed at different offices and Data Centers.</li> <li>• Interaction with end users (i.e. employees of department) to provide support regarding network related issues like connectivity with servers, PCs and other equipments on the LAN/WAN.</li> <li>• Interaction with end users to provide support regarding software and hardware related issues.</li> </ul>
10.	Agricultural Officer	<ul style="list-style-type: none"> <li>• Assistance in Data acquisition from different sources like SFRI, MET and other research organizations.</li> <li>• Defining business rules for web GIS application for area specialization for different crops.</li> </ul>