

**GOVERNMENT OF THE PUNJAB
AGRICULTURE DEPARTMENT**

**National Programme for Enhancing Profitability through Increasing
Productivity of Rice**

One post of Project Director, BPS-19/20

Qualification:

M.Sc. (Hons.) in Agriculture/ Agriculture Engineering/Agriculture Economics

Experience:

- Minimum 30 years including 15 years on supervisory position.
- Expertise in HR/Admin. Procurement and Financial flows.
- Basic knowledge of Government laws/ rules and procedures.
- Experience in project planning, project execution. Field monitoring and project report writing.

Job Description:

- Responsible for Implementation of project through field staff of Extension & AR Wing.
- Responsible for all procurements to be made in the project.
- Provide leadership to the project having focus on the improvement of service delivery on Extension activities to the farmers at their door step through modern technology.
- To guide the farmers for the increase of crop production by adopting latest technology/techniques of domestic and international research.
- Coordinate with District entities of Agriculture Extension and Research Wings and other stakeholders to ensure the implementation of the project as per Implementation plan of the PC-I.
- Ensure quality and substance of periodic monitoring and evaluation requirements.
- Responsible to prepare action plan for the implementation of the project as per TORs.
- Responsible to prepare physical and financial achievements on fortnightly monthly, quarterly and annual basis and will present as and when required by the higher authorities for inspection and verification.
- Ensure timely submission of demand of funds, re-appropriation, excess and surrender as per budget schedule and requirement of the department.
- After the completion of the project he will submit PC-IV as well as complete project report in the shape of a booklet covering all events including financial activities for third party evaluation / P&D evaluation.
- Any other duties assigned by higher ups.

Mode of Recruitment

From officers working under Punjab Government on competitive basis by transfer/posting.