

Most Urgent



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NO. SO (R&E) 6-2/2019 - Wheat
GOVERNMENT OF THE PUNJAB
AGRICULTURE DEPARTMENT

Dated Lahore, the 24th January, 2020

To

1. The Director General Agriculture (Research), AARI, Faisalabad.
2. The Director General Agriculture (Water Management), Punjab, Lahore.
3. The Director General Agriculture (Field), Punjab, Lahore.
4. The Director General Agriculture (Extension & AR), Punjab, Lahore.
5. The Director General, Pest Warning & Quality Control of Pesticides, Punjab, Lahore.
6. The Director General, Soil Survey of Punjab, Lahore.
7. The Chief, Planning & Evaluation Cell, Agriculture Department, Lahore.
8. The Chief Coordinator, Regional Agri. Economic Dev. Centre, Vehari.
9. The Director, Market Committees Provincial Fund Board, Lahore.
10. The Director of Agriculture, Crop Reporting Service, Punjab, Lahore.
11. The Director of Agriculture (Economics & Marketing), Punjab, Lahore.
12. The Director of Agriculture (Information), Punjab, Lahore.
13. The Director Floriculture (T&R), Punjab, Lahore.
14. The Director, Punjab Institute of Agriculture Marketing (PIAM), 21-Davis Road, Lahore.
15. The Chief, WTO/China Pakistan Economic Corridor, 21-Davis Road, Lahore.

Subject: **RECRUITMENT OF STAFF FOR PMUs UNDER FOUR NATIONAL PROGRAMMES**

I am directed to refer to the subject noted above and to state that Government has approved four National Projects on Wheat, Rice, Sugarcane and Oilseeds. Different posts under these projects are required to be filled in by selection from amongst the Officers working in the Agriculture Department, through competitive process. The job description, qualification/eligibility criteria of these posts is **enclosed** alongwith format of 'application form'. The cutoff date for submission of applications is **27th February, 2020**.

3. You are requested to kindly circulate these posts amongst your subordinate offices and forward the applications of the willing officers within due date.

(FAKHAR IQBAL)
SECTION OFFICER (R&E)

cc.

1. PS to Secretary, Agriculture Department.
2. PS to Special Secretary Agriculture Marketing.
3. The Director of Agriculture (Information), Lahore with the request to upload this letter, eligibility criteria and application form on the official website of this department.

**GOVERNMENT OF THE PUNJAB
AGRICULTURE DEPARTMENT**

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

Sr. No.	Name of Post/BPS	Eligibility Criteria	Job Description	Mode of recruitment
1.	Project Director, BPS-19 (01 post)	<ul style="list-style-type: none"> • Master Degree in Agriculture Sciences. • Minimum experience 20 Years including 05 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. 	<ul style="list-style-type: none"> • Responsible for implementation of project through Project Directorate and field staff of Extension 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 	Selection from officers working under Punjab Agriculture Department, on merit basis.

			<p>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.</p> <ul style="list-style-type: none"> • Any other duties assigned by higher ups. 	
2.	Operational Manager, BPS-18+165/- S.P.	<ul style="list-style-type: none"> • Master Degree in Agriculture • Experience: • 20 years in Agriculture Dept. • Preference will be given to the officer having experience in public sector project planning, project execution and project report writing requirements and functional design specification documents. • Strong analytical and writing skills and experience of presenting complex technical information in a comprehensible way for non-specialist readers. • Good communication skills and fluency in English and Urdu. 	<ul style="list-style-type: none"> • Will prepare plan for field operations to be conducted by the PD and higher ups. • Will assist the Department, DGA and PD for the recruitment of project staff and procurement under the project. • Will responsible to deal with the service matters of all project employees. • Will deal all financial and administrative matters of the project and submit report to the DGA for final decision. • Will help in monitoring of various activities under the project • Will liaison with project stakeholders and different agencies. • Regular visits in the field for the implementation & Monitoring of the project. • Responsible to implement action plan of the project. 	By selection on merit from amongst officers working in Agriculture Department.
3.	Assistant, BPS-16	<ul style="list-style-type: none"> • B. Com/B.A. (2nd Div.) from any recognized University with 15 years' experience in accounts & Admn/HR/ Operation matters OR Intermediate (2nd Div.) with 20 years experience in accounts & Administrative/HR/Operation matters. • Certificate in MS office. 	<ul style="list-style-type: none"> • He will be responsible for accounts/HR/ Administrative matters of the project. He will be responsible for maintaining and safe custody of project record. 	By selection on merit amongst officials working in Agriculture Department.

**GOVERNMENT OF THE PUNJAB
AGRICULTURE DEPARTMENT**

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

Sr. No.	Name of Post/BPS	Eligibility Criteria	Job Description	Mode of recruitment
1.	Deputy Director (Agri. Economics)/ SSMS (FM&FE)/ME Specialist, BPS-18+165/- S.P./BPS-19	<p><u>Qualification:</u></p> <ul style="list-style-type: none"> • M.Sc. (Hons.) in Agriculture Economics <p><u>Experience:</u></p> <ul style="list-style-type: none"> • 5 years in Agriculture Dept. • Preference will be given to the officer having experience in public sector project planning, project execution, and project report writing • Experience in project planning, project execution. Field monitoring and project report writing. • Good communication skills and fluency in English and Urdu. 	<ul style="list-style-type: none"> • Will prepare plan for field operations to be conducted by the PD and higher ups. • Will assist the Department, DGA and PD for the recruitment of project staff and procurement under the project. • Will responsible to deal with the service matters of all project employees. • Will deal all financial and administrative matters of the project and submit report to the DGA for final decision. • Will monitor the project activities and their implementation in the field areas. • Will deal all field operations and liaison with field force in the assigned Districts. • Will implement training plans of field force and farmers • Any other duties assigned by higher ups. 	By transfer / posting, on merit from amongst officers working in Agriculture Department.

**GOVERNMENT OF THE PUNJAB
AGRICULTURE DEPARTMENT**

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

Sr. No.	Name of Post/BPS	Eligibility Criteria	Job Description	Mode of recruitment
1.	Project Director, BPS-19/20	<ul style="list-style-type: none"> • Master Degree in Agriculture Sciences. <u>Experience:</u> • Minimum 20 Years including 10 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. 	<ul style="list-style-type: none"> • Responsible for implementation of project through Project Directorate and 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 	From officers working under Punjab Government in Agriculture Department on merit basis by transfer/posting.

			<p>and verification.</p> <ul style="list-style-type: none"> • 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. 	
2.	Deputy Director Agriculture, BPS-18+165/-S.P.	<ul style="list-style-type: none"> • Master Degree in Agriculture <p>Experience: 20 years in Agriculture Dept.</p> <ul style="list-style-type: none"> • Preference will be given to the officer having experience in public sector project planning, project execution, and project report writing requirements and functional design specification documents. • Strong analytical and writing skills and experience of presenting complex technical information. • Good communication skills and fluency in English and Urdu. 	<ul style="list-style-type: none"> • Will prepare plan for field operations to be conducted by the PD and higher ups. Will assist the Department, DGA and PD for the recruitment of project staff and procurement under the project. • Will responsible to deal with the service matters of all project employees. • Will deal all financial and administrative matters of the project and submit report to the DGA for final decision. • Will help in monitoring of various activities under the project • Will deal all field operations liaison with field force in the assigned District. • Will implement training plan or field force and farmers. • Any other duties assigned by higher ups. 	By selection on merit from amongst officers working in Agriculture Department.
3.	Agriculture Officer, BPS-17	<ul style="list-style-type: none"> • Master Degree in Agriculture <p>Experience: 2 years in Agriculture Dept.</p> <ul style="list-style-type: none"> • Preference will be given to the officer having experience in public sector project planning, project execution, 	<ul style="list-style-type: none"> • Will prepare plan for field operations to be conducted by the PD and higher ups. • Will assist the Department, PD and DDA for the recruitment of project staff and procurement under the project. • Will assist the PD and DDA to deal with the service matters of all project employees. 	By selection on merit from amongst officers working in Agriculture Department.

		<p>and project report writing</p> <ul style="list-style-type: none"> • Experience in project planning, project execution. Field monitoring and project report writing. • Knowledge of mobile applications, GIS applications IT related communication methods. • Strong analytical and writing skills and way for non-specialist readers. • Good communication skills and fluency in English and Urdu. 	<ul style="list-style-type: none"> • Will assist the PD and DDA to deal all financial and administrative matters of the project and submit report to the DGA for final decision. • Will help in monitoring of various activities under the project. • Will liaison with project stakeholders and different regular visits in the field for the implementation & Monitoring of the project. • Responsible to implement action plan of the project. • Timely submission demand of funds, re-appropriation, excess & surrender as per budget schedule and requirement of the department. • Will assist to prepare progress report, presentation, financial progress etc. as per requirement of the project. • Any other duties assigned by higher ups. 	
4.	Assistant, BPS-16	<ul style="list-style-type: none"> • B.Com/B.A. (2nd Div.) from any recognized University with 12 year experience in accounts OR Intermediate (2nd Div.) with 15 year experience in accounts. • Certificate in MS office. • Age upto 45 years. 	<ul style="list-style-type: none"> • He will be responsible for Accounts/HR/Administrative matters of the project. • He will be responsible for maintaining and safe custody of project record. • Transformation and integration of data. • Spatial Database handling. • Any other duties assigned by higher ups. 	By transfer/ posting, on merit from amongst officials working in Agriculture Department.

**GOVERNMENT OF THE PUNJAB
AGRICULTURE DEPARTMENT**

National Oilseed Enhancement Programme

Sr. No.	Name of Post/BPS	Eligibility Criteria	Job Description	Mode of recruitment
1.	Project Director, BPS-19	<ul style="list-style-type: none"> • Master Degree in Agriculture Sciences. • Minimum experience 20 Years including 05 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. • Maximum age 55 years 	<ul style="list-style-type: none"> • Responsible for Implementation of project through Project Directorate and field staff of Extension 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. 	Selection on merit from amongst the existing staff.

			<ul style="list-style-type: none"> • 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 	
2.	Deputy Director Agriculture, BPS-18+165/- S.P.	<ul style="list-style-type: none"> • Master Degree in Agriculture • Experience: • 10 years in Agriculture Dept. • Preference will be given to the officer having experience in public sector project planning, project execution, and project report writing requirements and functional design specification documents. • Strong analytical and writing skills and experience of presenting complex technical information in comprehensible way for non- specialist readers. • Good communication skills and fluency in English and Urdu. • Maximum age 55 years 	<ul style="list-style-type: none"> • Will prepare plan for field operations to be conducted by the PD and higher ups. Will assist the Department, DGA and PD for the recruitment of project staff and procurement under the project. • Will responsible to deal with the service matters of all project employees. • Will deal all financial and administrative matters of the project and submit report to the DGA for final decision. • Will help in monitoring of various activities under the project • Will liaison with project stakeholders and different agencies • Regular visits in the field for the implementation & Monitoring of the project. • Responsible to implement action plan of the project. 	Selection on merit from amongst the existing staff.
3.	Agriculture Officer, BPS-17	<ul style="list-style-type: none"> • Master Degree in Agriculture • Experience: • 2 years in Agriculture Dept. • Preference will be given to the officer having experience in public sector project planning, 	<ul style="list-style-type: none"> • Will prepare plan for field operations to be conducted by the PD and higher ups. • Will assist the Department, PD and DD for the recruitment of project staff and procurement under the project. • Will assist the PD and DD to deal with the service 	Selection on merit from amongst the existing staff.

		<p>project execution, and project report writing.</p> <ul style="list-style-type: none"> • Experience in project planning, project execution. • Field Monitoring and project report writing. • Knowledge of mobile applications, GIS applications IT related communication methods. • Strong analytical and writing skills and way for non-specialist readers. • Good communication skills and fluency in English and Urdu. • Maximum age 50 years. 	<p>matters of all project employees.</p> <ul style="list-style-type: none"> • Will assist the PD and DD to deal with all financial and administrative matters of the project and submit report to the DGA for final decision. • Will help in monitoring of various activities under the project • Will liaison with project stakeholders and different agencies. • Regular visits in the field for the implementation & monitoring of the project. • Any other duties assigned by higher ups. 	
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