



Government of the Punjab
Punjab Board of Investment & Trade (PBIT)



CAREER OPPORTUNITIES

Punjab Board of Investment and Trade (PBIT) is the Investment Promotion Agency of Punjab Province. PBIT encourages talented and dynamic professionals to become members of its team in order to realize the mission and vision of the Chief Minister, Punjab.

Applications are invited from eligible candidates having requisite qualification and experience given hereunder for the following posts:

1. Research Associate (Three Posts)

- i. Master's Degree in Business Administration, Economics, Public Policy, Accounting or any other equivalent sixteen years Degree qualification recognized by HEC,
- ii. At least 01 year of relevant experience in economic financial analysis & modeling, report writing, presentations and documentation.

2. System Network Administrator (One Post)

- i. Master's Degree in Computer Science/ BCS (Hons) or any other equivalent sixteen years Degree qualification recognized by HEC;
- ii. At least 01 year of relevant experience in networking & software in corporate/public sector.
- iii. Carry out daily operations of managing network and update PBIT Website.

3. Security Guard (One Post)

- i. Candidates should have Matriculation certificate or equivalent, preferably having one year experience in relevant field;
- ii. Army/Police retired person who is physically fit and strong will be preferred.

Candidates for the above posts must possess interpersonal, presentation, analytical and problem solving skill set and Proficient in Microsoft Office.

Candidates desirous of applying against the above-said posts should ensure that they fulfil the Job Requirements of the posts given on the PBIT website www.pbit.gop.pk. Application with irrelevant job experience will be rejected straightaway.

Interested candidates having relevant Degrees/ Certificates from reputable Universities/ fora should apply along with attested copies of educational testimonials by HEC/ competent fora and two passport size photographs, by **September 10, 2015** at the address given below. Only shortlisted candidates will be invited for interviews / selection process. No TA/DA will be admissible for the interview.

Government servants may apply through proper channel and, if selected, they will be offered market based salary as per Rules.

PBIT is an Equal Opportunity Employer and retains the right to choose candidates in its sole discretion. Incomplete applications or applications not received through proper channel will not be entertained.

PBIT reserves the right to increase or decrease the number of vacancies or to alter or modify or cancel the entire process of recruitment without any notice.

Director (HR & Admin)

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<http://www.pbit.gop.pk>

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