



F.No.1(1)/2023/Pak-BCH/SO(F)

Government of Pakistan

# Ministry of Climate Change & Environmental Coordination Pakistan Environmental Protection Agency

Plot # 42, Street # 06, H-8/2, Islamabad



## SITUATION VACANT

The Pakistan Environmental Protection Agency, Ministry of Climate Change & Environmental Coordination invites applications from Pakistani Nationals to fill the following posts in the PSDP Project "Pakistan Biosafety Clearing House for GMOs Regulation" on purely Contract basis till the completion of the project.

S.#	Name of post	Age Limit	No. of Vacant Posts	Qualification & Experience
1.	Assistant Director (Admin & Finance) (PPS-7)	25-35 years	01	<ul style="list-style-type: none"> <li>Second Class or Grade C, M.Sc. in Public/ Business Administration / Project Management / Economics/ M. Com or other relevant discipline recognized by HEC</li> <li>02 years' experience in Govt. / Semi-Govt./ Reputable Organization.</li> <li>Experience in the Admin/ Finance related job.</li> </ul>
2.	Research Assistant (PPS-6)	20-35 years	01	<ul style="list-style-type: none"> <li>MSc./BS Biological Sciences, Agriculture, Microbiology, Biotechnology, Env Biology</li> <li>Knowledge of working in Govt. /Semi-Govt./ Reputable Organization</li> <li>Experience in Biotechnology/ Biosafety, agriculture</li> </ul>
3.	Inspector/Field Officer (PPS-5)	25-35 years	02	<ul style="list-style-type: none"> <li>Second class BS degree in Microbiology Biochemistry Biological Sciences in Agriculture</li> <li>Practical knowledge of biosafety, biotechnology and genetic engineering</li> <li>Understanding of lab techniques</li> </ul>
4.	Stenotypist (PPS-5)	18-35 years	01	<ul style="list-style-type: none"> <li>Graduate (B. A/B. Sc.) Second Class</li> <li>80/40 Shorthand/Typing speed per minute, Computer knowledge and data entry/upload skills is must. Urdu typing skills would be given additional weightage.</li> </ul>
5.	Field Assistant (PPS-4)	18-35 years	01	<ul style="list-style-type: none"> <li>BS Biological Sciences Agriculture, Env. Sciences, Microbiology, or relevant</li> <li>Knowledge of research techniques</li> <li>IT skills, data retrieval, collection and dissemination</li> </ul>
6.	Office Boy (PPS-1)	18-35 years	01	<ul style="list-style-type: none"> <li>Matric</li> <li>Extra skills/qualifications will be preferred</li> </ul>
7.	Driver (PPS-1)	18-35 years	01	<ul style="list-style-type: none"> <li>Matriculation and LTV Driving License</li> <li>Three years' experience of driving vehicles</li> </ul>

### Terms & Conditions:

- All positions are based in Islamabad and on open merit.
- Advertisement can be downloaded from website <https://environment.gov.pk> and <https://www.mocc.gov.pk>.
- Interested candidates can apply online through National Job Portal at website [www.njp.gov.pk](http://www.njp.gov.pk) within 15 days from the date of publication of advertisement. Direct job applications are not entertained.
- Candidates already in Government Service should apply through proper channel, along with NOC from their organizations clearly stating the length of service and other particulars.
- Candidates will have to produce original documents at the time of interview.
- The general age relaxation of 5 years and others in upper age limit would be granted as admissible under the rules.
- Only short-listed candidates will be called for written test/interview.
- No TA/DA shall be admissible for appearing in test/interview.

**(Muhammad Asif Rana)**

Deputy Director (Admin & Finance)

Pakistan Environmental Protection Agency

Plot # 42, Street # 06, H-8/2, Islamabad, Ph.051-9250856

PID (I) 231/25