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DAILY EXPRESS

روزنامہ اکیسپرس فیصل آباد

پاکستان کے 11 شہروں سے ایک وقت شائع ہونے والا واحد اخبار

جلد 20 نمبر 137 | جمعرات، 23 جمادی الثانی، 27 جنوری 2022ء، 14 ماہگہ صفحات 10 قیمت 20 روپے

THURSDAY, JANUARY 27, 2022

SAY NO TO CORRUPTION



NFC INSTITUTE OF ENGINEERING & FERTILIZER RESEARCH, FAISALABAD.

Ministry of Federal Education and Professional Training, Govt. of Pakistan.



CORRIGENDUM

FOR THE POST OF MANAGER (PERSL. & ADMN. / HR)

Reference to our Advertisement No.PIDL-2204 published in Daily Express and Daily Times (Combined Edition) dated 23-01-2022 titled "SITUATION VACANT".

- ❖ Retired Military Officers will be preferred for the post of Manager (Persl. & Admn. / HR).
- ❖ The Position is on purely contract basis initially for a period of three years extendable on satisfactory performance.
- ❖ Salary may be negotiable as per qualification / experience.

PIDL-2243

ISTIKHAR AHMAD

(Secretary, Board of Director)

NFC Institute of Engineering and Fertilizer Research, Jaranwala Road, Faisalabad.

Ph: 041-9220355-57, Mob: 0332-2423335

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RESEARCH, FAISALABAD.**

**Ministry of Federal Education and Professional
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SITUATION VACANT

Applications are invited from qualified Male & Female candidates on merit basis Nationwide for the following positions. Candidates who meet the qualification / experience requirements as detailed below are encouraged to apply by the closing date.

Manager (Personnel & Administration / HR)			
No. of Posts	Qualification	Experience	Age Limit
01 Grade (G-V)	MS or M.Phil. (18 years education not less than second division in entire academic career) in any discipline or equivalent qualification from an Institute or a University recognized by HEC. OR Master Degree or BS (16 years education not less than second division in entire academic career) or equivalent qualification from an Institute or a University recognized by HEC.	Eight years post qualification administrative experience in Public or Private Institute or a University recognized by HEC or Public Sector Organization. OR Ten years post qualification administrative experience in Public or Private Institute or a University recognized by HEC or Public Sector Organization.	50 years
COMPANY SECRETARY			
	<ul style="list-style-type: none"> Master degree in business administration/ commerce from HEC recognized university Preference will be given to a law graduate along with above qualification, Membership of a recognized body of professional accountants/body of corporate / chartered secretaries. 	<ul style="list-style-type: none"> 15 years working experience from which minimum 05 years' experience as Company Secretary with reputable organization(s). Extensive knowledge and experience of implementing the Board proceedings, all applicable corporate laws, rules and regulations and other relevant best practices. Having excellent verbal, written communication and presentation skills. 	100,000 to 150,000 subject to qualification, relevant experience inclusive of all allowances

- ❖ The position of Company Secretary is on purely contract basis initially for a period of one-year extendable upto three years on satisfactory performance.
- ❖ Serving/Retired officers (BPS 18 or 19) from Audit and Accounts Group will be preferred.
- ❖ Age limit Up to 62 years

- Only those qualification & experience will be considered, if documentary proof is attached upto the last date of advertisement.
- In-service candidates must apply through proper channel. They must also submit No Objection Certificate from their concerned departments / organizations along-with their applications.
- Age relaxation will be considered in the light of Government rules on case to case basis.
- Only shortlisted candidates, who meet the criteria, will be called for tests/interview, no TA/DA would be admissible.
- In-case, any educational document or any other document provided by the applicant is found incorrect / fake at any stage, the candidate will be disqualified immediately.
- Incomplete application forms and those received after the due date, shall be rejected without intimation to the applicant.
- The Institute reserves the right to cancel or not to fill the advertised post without assigning any reason. Errors if any, are liable to rectification by the Institute.

Applications on prescribed format available on website www.iofr.edu.pk complete in all respect with the copies of verified testimonials should reach the undersigned within **15 days** of this advertisement along-with Pay Order/Bank Draft of Rs. 1,000/- (non-refundable). Persons who do not meet the above criteria need not to apply. Only short-listed candidates will be called for interview. (Envelop may clearly be marked with the name of post applied for)

PIDL-2204

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