

MOST IMMEDIATE

No. 2(17)/2011-Admn-I
Government of Pakistan
Ministry of Commerce



Islamabad, the 14th July, 2014

C I R C U L A R

Subject: - **FILLING UP THE VACANTS POSTS IN BS-16 & 17 ON DEPUTATION BASIS IN PAKISTAN MINT, LAHORE:**

Forwarded with a copy of Ministry of Finance's O.M No. F.3 (12) IF.IV/2009-1557 dated 8th July, 2014 regarding **filling up of vacant post in BS-16 &17 on deputation basis in Pakistan Mint, Lahore** and to request that interested and eligible officers fulfilling the required qualifications, experience and job description along with C.V as mentioned therein may forward their applications through their senior officers to Admn-I Section latest by **21-07-2014** for onward submission to Ministry of Finance, Islamabad.



(Muhammad Sulman Mahsud)
Section Officer (Admn-I)

NS.F.3(12)F-IV/2009-1557
 GOVERNMENT OF PAKISTAN
 FINANCE DIVISION
 (INTERNAL FINANCE WING)

Islamabad, the 8th July 2014

OFFICE MEMORANDUM

Subject: - Filling up the vacant posts in BS-16 & 17 on deputation basis in Pakistan Mint, Lahore.

The undersigned is directed to say that Pakistan Mint, Lahore is a subordinate office of Finance Division. Some posts in BS-16 & 17 are vacant in Pakistan Mint, which are urgently required to be filled in on deputation basis for a period of three years or till the availability of regular officer through FPSC. The required qualification, experience and job description of the vacant posts are as under: -

S. NO.	Name of post with BPS	Qualification & Experience	Job description
1	Scientific Officer (BS-17)	2 nd Class or Grade "C" Masters Degree in Chemistry / Chemical Technology / Physics or equivalent from a University recognized by the HEC.	a) He shall undertake the analysis of the coinage alloys melted by the Melting Department and will be responsible for analysis of samples received in the Mint for assay. b) He shall deal with the cases of smuggled gold and silver etc and shall attend to their assaying. c) He is responsible to maintain all the laboratory equipments, stocks of chemical required for analytical purpose.
2	Security Officer (BS-17)	2 nd Class or Grade "C" Master's degree from a University recognized by the HEC. 02 years experience in Security matters Or Ex-Commissioned / Gazetted Officer from Army / Civil Law Enforcement Agencies with two years experience	a) He shall be responsible to implement all security policies and procedures framed out by Manager Security through his Warder & Assistant Warder and will be directly under control of Security Manager. b) He shall ensure the regulation of access control in the Mint.
3	Procurement Officer (BS-17)	At least graduate or MBA, with minimum five (5) years experience of purchases/procurement in a renowned department.	a) To arrange competitive bidding in a fair and transparent manner for awarding contracts/purchase orders in Pakistan Mint, after meeting all the necessary formalities strictly in accordance with Public Procurement Regulatory Authority (PPRA) rules/regulations. b) To devise a mechanism for procurement planning leading to budget estimates.
4	Admin. Officer (BS-17)	At least graduate, with minimum five (5) years experience in Human Resources or Administration in a renowned department.	He will be responsible for all the administrative matters including appointments, promotions, trainings etc. in accordance with rules/regulations.

5	Bullion Superintendent (BS-17)	At least graduate, with minimum five (5) years experience of stores, inter-workshop transactions, inventory and safe stock keeping of stores or metals in a renowned department.	<p>a) To ensure safe, accurate and timely transactions of all the bullion to all departments of Pakistan Mint and maintaining all its records.</p> <p>b) To maintain adequate stock of all the Coin and preparation of Metal Accounts age Metals & other related chemicals and submit indent for timely procurement.</p> <p>c) To ensure delivery of new coins to State Bank of Pakistan as per lifting schedule and receiving/examination of un-current coins form State Bank of Pakistan, Banks and Treasuries.</p> <p>d) To prepare Metal Accounts and to facilitate Federal Audit for annual physical verification of Bullion stores.</p> <p>e) To ensure appropriate allegation (blending of metals) in accordance with the stock of return metal and primary metal.</p>
6	Accounts Officer (BS-17)	2 nd Class or Grade "C" Masters degree in Business Administration (Banking / Finance / Accounts)/ Commerce/ICMA or equivalent qualification from a University recognized by the HEC.	He will be responsible for all financial and accounts matters including preparation/utilization of budget and audit etc.
7	Labour Officer (BS-16)	Law Graduate	<p>a) He shall cultivate better relations between administration and workers and shall watch industrial relation and take necessary steps to resolve the disputes.</p> <p>b) He shall ensure the implementation of statutory obligations relating to the conditions of the employment of the worker and shall co-ordinate the activities of statutory requirements and maintenance of records by adopting proper safety measures.</p> <p>c) He shall observe and ensure that the rules pertaining to Factory Act are fully implemented.</p>

2. The interested officers working in the Federal Ministries/Divisions /Departments having the relevant qualifications and experience may forward their applications along with CVs, through proper channel for their posting/appointment on deputation basis in Pakistan Mint, Lahore for a period of three years or till availability of officers through FPSC whichever is earlier. The applications must reach this Division by 10th August 2014, positively.



(Anwar Zeb)
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All Ministries / Divisions / Departments.