



PAKISTAN AGRICULTURAL RESEARCH COUNCIL

S I T U A T I O N S V A C A N T

Pakistan Agricultural Research Council (PARC), an apex research organization in the agriculture sector invites applications from well qualified, highly talented and self-motivated Pakistani Nationals for appointment on regular/ contract basis in PARC against the following posts:

Sl.	Post / SPS / Age / Vacancies / Place of posting	Qualification / Experience & other requirements
1.	Assistant (SPS-07) Vacancies: 04 Nature of Apptt: Regular Quota: Regional Posting: PARC & NARC, Islamabad	<ul style="list-style-type: none">➤ MBA / M.Sc / MA / LLB / BBA (Hons) / M.S or equivalent qualification in relevant discipline, OR Bachelor Degree from HEC recognized university / institute with 03 years relevant experience.➤ Candidates must have first division/ grade B OR CGPA 2.50 or more in the required degree with no third division / grade D in the academic career.➤ Proficiency in computer use (MS Office/ InPage/ Web Surfing) will be preferred.➤ The selected candidate shall have to undertake 06 weeks basic IT Training Course (including MS Office) conducted by National Information Technology Board (NITB) during the probation period.➤ Maximum Age Limit: 30 years
2.	Stenotypist (SPS-06) Vacancies: 04 Quota: Regional Nature of Apptt: Contract Posting: PARC & NARC, Islamabad	<ul style="list-style-type: none">➤ Intermediate with having minimum speed of shorthand 80 word per minute and typing speed 40 word per minute clerical / typing / computer skills MS Word/ Excel / PowerPoint. No third division in the academic career.➤ Maximum Age Limit: 30 years.
3.	Data Entry Operator (SPS-05) Vacancies: 02 Nature of Apptt: Contract Quota: Regional Posting: PARC & NARC, Islamabad	<ul style="list-style-type: none">➤ Bachelor degree in Computer Science/information Technology from HEC recognized university / institute.➤ Preferably 2 years' relevant experience.➤ Having knowledge and expertise in office automation, graphic design, hardware & software troubleshooting.➤ Maximum Age Limit: 30 years.
4.	Receptionist (SPS-05) Vacancies: 01 Nature of Apptt: Contract Quota: Regional Posting: PARC, Islamabad	<ul style="list-style-type: none">➤ Graduate with 5 years' relevant experience.➤ Demonstrated skills of oral & written communications and computer skills.➤ Preference will be given to female candidates.➤ Maximum Age Limit: 30 years.
5.	Junior Auditor (SPS-05) Vacancies: 01 Nature of Apptt: Contract Quota: Regional Posting: NARC, Islamabad	<ul style="list-style-type: none">➤ BBA (Finance) / B.Com or equivalent qualification in relevant disciplines.➤ Proficiency in accounting & financial software / package.➤ Good analytical, written, communications, presentation, interpersonal & IT skills➤ Maximum Age Limit: 30 years
6.	Storekeeper (SPS-05) Vacancies: 02 Nature of Apptt: Regular Quota: Regional Posting: PARC & NARC, Islamabad	<ul style="list-style-type: none">➤ BA/B.Sc/equivalent qualification with 05 years relevant experience having sufficient computer & Administrative/ Store/Procurement experience in Govt./Semi Govt./Autonomous/ International Organization. No third division OR grade D in the academic career.➤ Maximum Age Limit: 30 years
7.	Computer Assistant-II (SPS-04) Vacancies: 01 Nature of Apptt: Regular Quota: Regional Posting: PARC, Islamabad	<ul style="list-style-type: none">➤ ICS or equivalent qualification from recognized university / institution in relevant disciplines with 01 year diploma in Computer from recognized institute.➤ Proficiency in use of MS Office etc.➤ Maximum Age Limit: 30 years.
8.	Storeman (SPS-03) Vacancies: 01 Quota: Regional Nature of Apptt: Contract Posting: NARC, Islamabad	<ul style="list-style-type: none">➤ Matric➤ Proficiency in computer use (MS Office / InPage).➤ Maximum Age Limit: 30 years.

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9.	Lab Attendant-I (SPS-02) Vacancies: 06 Nature of Apptt: Regular Quota: Local Posting: NARC-Islamabad/ PRTS-Multan/ RICE-Kala Shah Kaku	<ul style="list-style-type: none"> ➤ Matric with 03 years relevant experience. ➤ Maximum Age Limit: 30 years.
10.	Attendant-I { <i>Field/ Livestock/ Poultry/ Bee/ Dispensary/ Fisheries</i> } - (SPS-02) Vacancies: 08 Nature of Apptt: Regular Quota: Local Posting: NARC, Islamabad/ RICE - Kala Shah Kaku	<ul style="list-style-type: none"> ➤ Matric with 03 years relevant experience. ➤ Maximum Age Limit: 30 years.
11.	Driver-II (SPS-02) Vacancies: 10 Nature of Apptt: Contract Quota: Local Posting: PARC & NARC-Islamabad/ RICE - Kala Shah Kaku	<ul style="list-style-type: none"> ➤ Matric. ➤ LTV driving license. ➤ Relevant practical experience of 03 years after obtaining license. ➤ Age: 33 years
12.	Tractor Operator-II (SPS-02) Vacancies: 06 Nature of Apptt: Regular Quota: Local Posting: NARC-Islamabad/ RICE - Kala Shah Kaku	<ul style="list-style-type: none"> ➤ Middle or Literate. ➤ HTV driving license. ➤ Relevant practical experience of 03 years after obtaining license. ➤ Maximum Age: 30 years
13.	Attendant-II { <i>Field/ Livestock/ Poultry/ Bee/ Dispensary/ Fisheries</i> } - (SPS-01) Vacancies:05 Nature of Apptt: Regular Quota: Local Posting: NARC-Islamabad/ PRTS-Multan/ RICE - Kala Shah Kaku	<ul style="list-style-type: none"> ➤ Middle certificate with sound physical health preferably and expertise of working in relevant field. ➤ Age: 30 years

- Age relaxation will be admissible as per PARC / Govt. rules.
- Quota will be observed as per Government rules.
- Interested candidates qualifying the eligibility criteria and possessing requisite expertise may apply **Online** through PARC website (www.parc.gov.pk) within 15 days from the date of advertisement. Application forms duly filled and signed by the applicants along with processing fee deposit slip of Rs.500/- in favour of PARC through National Bank of Pakistan (on the prescribed challan form available on PARC website) should be sent on the given address.
- No TA / DA will be admissible for test / interview.
- PARC is an equal opportunity employer and female candidates are encouraged to apply.
- Incomplete / late submission of applications will not be entertained.
- Only short listed candidates fulfilling the eligibility criteria will be called for tests/interviews.
- The Council reserves the right to increase or decrease number of posts and to postpone or stop the recruitment process at any stage.
- Selection will be made as per quota for each post.

Director (Establishment),
PARC HQs, 20-Attaturk Avenue, G-5/1, Islamabad,
(Ph: 051-90762220)

Bank's Copy

Candidate's Copy

PARC's Copy

(To be attached with the application)

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NATIONAL BANK OF PAKISTAN

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Account No. (1539)4004629223

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Challan No. _____ Date: _____

Challan No. _____ Date: _____

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Bank branch, code : _____
and City

Bank branch, code : _____
and City

Bank branch, code : _____
and City

Name of candidate: _____

Name of candidate: _____

Name of candidate: _____

Father's Name: _____

Father's Name: _____

Father's Name: _____

CNIC No. _____

CNIC No. _____

CNIC No. _____

Advertisement No. & date: _____

Advertisement No. & date: _____

Advertisement No. & date: _____

Post applied for: _____

Post applied for: _____

Post applied for: _____

Processing fee: Rs.500/-(Rupees Five Hundred only)
(IBT charges will be applicable)

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<u>For Bank use only</u>	
Date: _____	Signature Treasury Officer/ Bank Officer with Stamp

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Date: _____	Signature Treasury Officer/ Bank Officer with Stamp

Note: Fee is acceptable in any NBP Branch only

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