

**PUNJAB PRISONS FOUNDATION LAHORE ESTABLISHED  
UNDER SOCIETIES ACT 1860 AND WORKING  
AS A PRIVATE ORGANIZATION.**

## VACANT POSITIONS

Applications are invited for below mentioned posts on the contract basis for the period of one year extendable on satisfactory performance:

Post	No of Posts	Pay LumpSum	Maximum Age	Station	Qualification and Experience Candidate should be;
Senior Accountant	(01)	Rs.70,000/-	30-40 years	PPFL office Lahore	<ul style="list-style-type: none"> <li>16 Years of Education in Business Administration with majors in Accounting/ Finance MBA / M. Com from a reputed HEC recognized University / Institutions or Foreign University</li> <li>Post Qualification relevant Professional Experience of 3 - 4 years in Public / Private organizations.</li> </ul>
PCO System Operators Phase-I – 11 posts Phase-II – 12 posts Phase-III – 35 posts	(58)	Rs.40,000/	Maximum 30 years	All over Punjab	<ul style="list-style-type: none"> <li>Intermediate or equivalent from recognized board.</li> <li>Test of computer applications like MS Office, Database, Networking, Hardware &amp; Software etc. will be conducted.</li> <li>Diploma/Certificate in Networking, MS Office, basic computer skills will be preferred.</li> </ul>

- Salary package is on fixed lumpsum pay.
- Punjab Prisons Foundation Lahore is a Private Organization.
- All posts will be recruited purely on contract basis for the period of one year.
- Candidate have no right to claim regularization of their services.
- The selected candidates will have to serve anywhere in the Punjab jails or as the Competent Authority decide.
- Candidates must be domiciled in Punjab.
- The Maximum age limit as mentioned above against each post.
- In case a candidate wishes to apply for more than one post, he/she must submit separate application for each post.
- Candidates shall submit duly filled Application form, along with attested copies of CNIC, domicile, (educational & experience) certificates and two recent passport size photographs, directly to the Secretary General Punjab Prisons Foundation Lahore through courier on the address mentioned below.
- Incomplete applications or applications received after close of office hours on the last date for submission of application will not be entertained. Application complete in all respects should reach till 30.06.2023.
- Roll No. Slips shall be separately dispatched directly to candidates by Testing Service at least one week before the test.
- In case large number of Candidates qualify scrutiny test Punjab Prisons Foundation Lahore reserves the right to decide upon any threshold marks / ratio of candidates' vis-à-vis post for interview.
- Only shortlisted candidates shall be called for test & interview.
- No TA/DA will be admissible for appearing in test/interview.
- Department has the right to accept / reject or cancel any application or recruitment process without giving any reason.
- No. of vacancies can be increased or decreased at any time without any notice.

**NOTE:** - The Candidates shall specifically mention the post and location against which the application is submitted

یہ سرکاری ملازمت نہیں ہے | تمام آسامیوں پر ایک سال کی مدت کیلئے خالصتاً کنٹریکٹ کی بنیاد پر بھرتی کی جائے گی | امیدواروں کو اپنی ملازمت کو ریگولر انڈسٹریل ملازمت کرنے کا کوئی حق نہیں ہوگا

**SECRETARY GENERAL**

**PUNJAB PRISONS FOUNDATION LAHORE**  
444-A Shadman, Lahore: 042-37425533



**JOB APPLICATION FORM**

**PUNJAB PRISONS FOUNDATION,**  
**LAHORE**

Post Applied for:

- Senior Accountant  
 PCO System Operator

**Recent two (02)  
Passport size  
Photographs**

**PERSONAL INFORMATION:**

Applicant Name (In Block letters): \_\_\_\_\_

Father's Name (In block letters): \_\_\_\_\_

CNIC #

Write your own CNIC No. or B-Form No. \_\_\_\_\_ Domicile: \_\_\_\_\_ Gender: \_\_\_\_\_

Date of Birth (dd/mm/yy): \_\_\_\_\_ Marital Status: \_\_\_\_\_ Age: \_\_\_\_\_

Nationality: \_\_\_\_\_ Religion: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone No: (Mobile) \_\_\_\_\_ (RES) \_\_\_\_\_

Email: \_\_\_\_\_

**ACADEMIC INFORMATION:**

**Note:** Results awaiting candidates are not eligible.

Please attach the duly attested copies of certificates/degree.

Certificate/ Degree Name	Specialization / Major Subjects	Board / University / Institute	Session / Year Passing	Marks / CGPA		Division / %age
				Obtained	Total	
Matriculation (10 Years)						
Intermediate (12 Years)/ DAE						
Bachelors (14 Years)						
Bachelor (Hons) Master (16 Years)						
MS / M.Phil (18 Years)						
Other						

**COMPUTER LITERACY:**

Course/Certificate/Diploma	Duration	Passing Year	Grade	Institution/ Board/University

**PROFESSIONAL EXPERIENCE:**

**Note:** Please attach duly attested copies of your Experience certificates.

Sr #	Organization / Employer Name	Job Title	Department field of Work	Duration		Total Period
				From	To	
1						
2						
3						
<b>Total Job Experience as on closing date of application (Years/Months/Days):</b>						

**GENERAL INFORMATION:**

- Please fill the Application Form properly with complete and correct information / answers.
- Please DO NOT leave any field blank, otherwise your application may not be considered.
- Incorrect, false or forged information may result in cancellation of your candidature at any stage, even after employment and also proceeding of a legal action.
- Salary package is on fixed lumpsum pay.
- All posts will be recruited purely on contract basis for the period of one year.
- Candidate have no right to claim regularization of their services.
- The selected candidates will have to serve anywhere in the Punjab jails or as the Competent Authority decide.
- Attach your two recent Passport Size Photographs, duly attested copies of CNIC, Domicile, Educational Documents and Experience Certificates.
- Applications received on or after due date shall be rejected.
- Application should reach office of the Punjab Prisons Foundation, 444-A Shadman, Lahore latest by last date of submission of Application Form.
- Use separate Application Form for each post, if you intend to apply for more than one post.
- Write exact words & spellings of your name and father's name which are written in your Matriculation Certificate.

**DECLARATION:**

The information's given above is correct to the best of my knowledge & belief.  
In case of any concealment of informations, I will be liable to be disqualified from the Test/Interview or any stage.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Candidate