

## **RAWALPINDI DEVELOPMENT AUTHORITY**

### **JOB OPPORTUNITY**

Rawalpindi Development Authority (RDA) invites applications from suitable and eligible candidates for the post of Administrative Officer, Rawalpindi Ring Road Project under Project Management Unit (PMU) upto 31.12.2021 (extendable for two years):-

Sr. No.	Name of the Post / Pay	No. of posts	Domicile	Qualification/ Experience	Age limit	
					Min	Max
1	Administrative Officer (Salary upto Rs. 144,000/-)	01	Punjab	Master degree from a HEC recognized University, preferably in HR. <ul style="list-style-type: none"><li>• Should have minimum 5 years experience of office management</li><li>• Excellent command in MS office package</li></ul>	25	40

#### **Conditions:**

1. Interested Candidates can apply and view detailed eligibility / selection criteria, experience and job description of the position on <https://www.jobs.punjab.gov.pk>
2. Application through other means like email, fax, postal, Courier Services, in person, walk in will not be entertained.
3. Short listed candidates will be called for interview.
4. Salary is negotiable according to experience / competency.
5. Appointment will be made on the recommendations of the competent authority.

**Last date to apply for the position is 15.04.2021**

**Director (Admn & Finance)  
Rawalpindi Development Authority  
Rawalpindi  
Ph: 051-9334904**

IPL-2826