



OVERSEAS PAKISTANIS FOUNDATION

SITUATION VACANT

Applications are invited from suitable candidates, who possess degrees/certificates duly recognized by Higher Education Commission/relevant board and required post qualification experience, for appointment in Overseas Pakistanis Foundation against the following post purely on contract basis:

Title of Post / Remuneration & Details	Minimum Eligibility Criteria for the post	Job Description
<p>Land Revenue Assistant / Patwari/ Girdawar</p> <p>Salary Package (Rs.50,000/-)</p> <p>No. of Posts: 01</p> <p>Place of Posting: Peshawar</p> <p>Period of Contract: 2 years (Extendable in case of satisfactory performance)</p>	<ul style="list-style-type: none">• Intermediate or equivalent qualification, who have passed the Patwar examination from any institution duly registered with Revenue Board.• Minimum 5 years relevant experience. Maximum Age: 58 years (relaxation of age in case of suitable candidate or retired revenue officers /officials/ Patwaris/ Girdawars).	<ul style="list-style-type: none">• All matters relating to land such as demarcation /partition, possession etc. of Housing and other projects.• Management of land record of Housing schemes.• Coordination with District Administration, Police and Land Revenue Authorities.• Coordination regarding computerization of OPF land record.• Any other responsibility assigned by senior management.

TERMS AND CONDITIONS:

1. Age relaxation will be admissible as per Government rules.
2. Age will be calculated with effect from the closing date of submission of the applications as per advertisement.
3. Eligibility will be determined on the basis of his / her academic qualification as given against the post.
4. Only shortlisted candidates would be called for interviews.
5. Information provided in the Job Application Form will be verified in case of offer of appointment.
6. In case, any of the information furnished by the applicant, found fake or bogus, candidature of particular candidate will stand cancelled and legal action shall be taken against the particular candidate.
7. Applicants already in government service should produce NOC at the time of interview.
8. Incomplete application as well as received after due date shall not be entertained.
9. No TA / DA will be admissible for the purpose of test / interview.
10. The competent authority reserves the right to cancel / postpone recruitment process at any stage.

HOW TO APPLY:

1. Please download the prescribed Application Form from OPF website (www.opf.org.pk) and send the filled up application form by post or courier at the address given below along with attested copy of educational documents, experience certificates, domicile certificate and copy of CNIC.
2. Application must be received at the given address not later than fifteen (15) days of the publication of this advertisement.
3. Overseas Pakistanis Foundation will not be responsible for late receipt of application sent through post or by any other courier service.

Director (Human Resource)
Overseas Pakistanis Foundation
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