



VACANT POSITIONS

Applications are invited for below mentioned posts on the contract basis for the period of one year.

Post	No. of Posts	Age	Place of Posting	Qualification and Experience
Finance Manager	(01)	Minimum 25 Years & Maximum 50 years	PPFL Office Lahore	- Minimum 16 Years of Education / Master's Degree MBA / M.Com specialized in Finance / Financial Management / Accounting / Economics / Business Administration from a reputed HEC recognized University / Institutions or Foreign University. - Professional certifications such as CFA or CA or ACCA or ACCA will be preferred. - Post Qualification, minimum of 5-7 years of relevant experience in Financial Management, Accounting, or Investment Management, preferably in the NGO / NPO or charitable sector. - Demonstrated experience in fund management, budgeting, Financial Planning, and Investment Analysis. - Experience in preparing and managing financial audits and regulatory compliance, e-filing and taxation. - Must possess strong analytical as well as Effective Communication & Strong Computer skills.
Office Superintendent	(02)	Minimum 25 Years & Maximum 40 years	i. Sahiwal & Bahawalpur Regions = (1) ii. Faisalabad & Sargodha Regions = (1)	- Graduate: 16-year of education, i.e. MBA / BBA / BSc. / M.Com/B.Com/ACCA/ICMA major's specialization in Accounting or Finance from a recognized University / Institute. - Minimum 5 years relevant experience in Public or Private sector but not limited to below list:- Record Keeping & Maintenance of Books: - Keep all record maintained in well-mannered and Generally Accepted Principals. - Timely & Accurate Recording of all types of Financial Transactions in the books of Accounts - Keeping up dated record of all Financial Transactions incurred and same would be got approved from the supervisor All Transactions pertaining to Banks: - Monitor Financial details to ensure that legal requirements are met - Reconciliation of all Bank Transactions Auditing & Investments Strategies: - Audit of PPF (Internal & External) - Keep & Manage all record of Financial Transaction - PPF Project Audits - Ensure that all audit recommendations are followed up and implemented Taxation: - Taxation Modeling & Forecasting. - Submission of Periodic Tax Returns and other necessary statements - Coordinating for Exemption of Tax from Revenue. - Must have good knowledge of Computer, MS-Office, Cash/ Office Management, Accounts and Budgets related matters.
Data Entry Operators / Computer Operators	(06)	Minimum 18 Years & Maximum 35 years	PPFL Office Lahore	- Bachelor's level degree or equivalent from HEC recognized University/Institutions with at-least 02 Years of Experience in the same role. or - Intermediate or equivalent qualification from a recognized board with at-least 05 Years of Experience in the same role. - Good Typing Speed: English (35WPM) & Urdu (25WPM). - Excellent Knowledge of MS Office, Computer Applications, Computer Graphics, Social Media, Database System Management, Computer Networking, Hardware & Software etc. - Minimum 6 months Diploma / Course in using Computer applications will be preferred.
System Operators (PCO)	(25) Male: 24, Female: 01	Minimum 18 Years & Maximum 35 years	CJ Rawalpindi (02) CJ Mianwali (02) DJ TT Singh (02) DJ Jhang (02) CJ Bahawalpur (02) CJ Sahiwal (01) DJ Kasur (01) DJ Sheikhupura (01) DJ Gujrat (01) DJ Jhelum (01) DJ Vehari (01) DJ Okara (01) DJ Bahawalnagar (01) DJ Layyah (01) DJ M. B. Din (01) DJ Attock (01) SJ Shujabad (01) SJ Pindi Bhattian (01) HSP Mianwali (01) Women Jail Multan (01)	- Intermediate or equivalent qualification from a recognized board. - Candidates possessing a Diploma or Certificate in Networking, MS Office, or basic Computer Skills will be preferred. - A test of Computer Applications (including MS Office, Database Management, Networking, Hardware and Software Concepts, etc.) will be conducted, along with a typing test requiring a minimum speed of 25 W.P.M.

• Punjab Prisons Foundation Lahore is a Private Organization. • 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. • Candidates must be domiciled in Punjab. • 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 (which is available on https://prisons.punjab.gov.pk/all_jobs), 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 **17.08.2026**. • 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 درخواستیں پاکستانی مالیات کے لیے نااہل کثرت کی بنیاد پر برحق کی جائے گی۔ • امیدواروں کو اپنی ملازمت کو برقرار رکھنا ضروری کر کے کوئی حق نہیں ہوگا۔