

STAFF POSITIONS

Sr. No.	Name of Post	Equivalent to BPS	Job Specification (Qualification & Experience for initial Induction)	Job Descriptions (JDs)
1	Accounts Officer	16	<u>Qualification</u> - BBA (04) years or MBA (Finance), ACCA. <u>Experience</u> 01 year post qualification relevant experience of Government Departments / Semi Govt. Organizations / Corporations / Autonomous Bodies or large public limited Companies. Maximum age 33 years	<i>Accounts Officer-I, Additional Charge of Assistant Manager Accounts-II (Compilation Section)</i> - Preparation/Compilation of trial Balance of TPS Jamshoro, GTPS Kotri, CFPP and JPCL with schedule etc. - Prepare financial statements of JPCL with notes on monthly/annual basis - Maintain Dr/Cr. Notes, SS Cheque and intra company transaction issue/receipt. - Maintain IOT register/SS Cheque register. - Maintain General Ledger/All Subsidiary ledger. Maintain Register of assets, Foreign relent & cash development loan etc. - Reconciliation of foreign relent loan/Cash development loan with Economic Affair Division/Finance Division. - Dealing with corporate audit and corporate tax matters. - To prepare general vouchers of adjustments at company level. - Prepare E-Form expenditure statement for IT&R section. - Ensure reconciliation with associated companies. - All other jobs assigned by Senior officers. <i>Accounts Officer-II</i> Prepare cheques and payment vouchers - Issue Deposit Receipts of Sale of Tender Fees, Rent of Shop/Quarter, Electricity Charges Bills of shop/quarter, Sale of scrape, installment of longterm loans - Maintain the Imprest/collection Cash Book and summary - Reconcile the bank statement with Imprest/collection cash book - Deal call deposit/bid bond/Pay order - All other jobs assigned by Senior officers. - Check & pass EPC Contractors and Consultants Invoices - Check and Pass O&M contract bills for the 660 MW CFPP - Check & pass the bill & invoices of Coal • Check & pass Supplier's bills of material - Check & pass Civil Work bills. - To check the reimbursement claim of GST - All other jobs assigned by Senior officers.

2	Stock Verifier	15	<u>Qualification</u> B.Com with Auditing & Advance Accounting / BBA Finance (at least 50% marks) <u>Experience</u> 01 year experience in Store Management. Maximum age 30 years	The Stock Verifier shall report to Audit Officer and be responsible to: Physical inventory count: Conduct regular, comprehensive physical counts of inventory in warehouses, stores, or other locations to compare against system records. This may be done through annual stocktakes, continuous cycle counting, or seasonal verification. Discrepancy investigation: Identify and investigate any variances or discrepancies between the physical stock and the recorded stock levels. Determine the root cause, such as theft, damage, errors in recording, or misplaced items. System and process review: Evaluate the effectiveness of internal controls and inventory management processes to identify weaknesses and recommend improvements. Condition assessment: Check the condition of all stock, flagging any items that are obsolete, expired, or damaged. Reporting: Prepare detailed audit reports summarizing findings, including discrepancies, causes, and recommendations for corrective action. Collaboration: Work closely with other departments, such as warehouse, operations, finance, and procurement, to resolve stock issues and ensure proper inventory handling procedures are followed. Compliance: Ensure the company's inventory management and stocktaking procedures are compliant with established company policies, accounting standards (such as GAAP or IFRS), and other relevant regulations. Follow-up: Implement and track corrective measures to address identified issues and prevent their recurrence. Any other work assigned by the In-charge officer.
3	Executive-I (Accounts)	15	<u>Qualification</u> - B.Com / BBA (Finance) or equivalent / similar qualification with at least 60% marks. - Computer literacy is mandatory. Maximum age 30 years	- Process salary & arrear bills of employees and verification of pay fixation of employees, - Check and pass T.A., Medical, House Acquisition and Overtime bills. - Check and pass invoices of Air Tickets and Hand Receipt of GLI, WWF, ITR, Utility loans and union Fund - Prepare pay roll summary and Income Tax of employees. - E-filing of monthly/annual income tax return. - Process & Pass W.W.F. reimbursement claim. - Remit EP Fund contributions monthly - Prepare Salary Slip, LAC & Service Statement of JPCL officers - Record payment voucher in Cash Book Software - All other jobs assigned by Senior officers. - Processing the pension/pension contribution cases of retired/retiring employees

				Revision of Pension cases in accordance with amendments issued from time to time Check and process reimbursement for Pension, Electricity & Medical claims of retired employees. Prepare pension payment cheque and vouchers Maintain cash book of the pension section and all other matters relating to pension. Prepare ledger post summary of Pension account Record keeping of retired employees Prepare data of retired employees for Actuarial Valuation. All other jobs assigned by Senior officers Assist in compilation of Budget from different section of the company. Preparation of Filing of EPP & CPP Invoices and upload Invoices in CPPA-G Web Portal and Correspondence with NEPRA. Prepare presentation data for Budget and Annual Accounts Review. Prepare noting for Re-appropriation Budget. Prepare different types of Managerial Reports (Economy Survey Report, Monthly/Quarterly/Annually Management Report, etc. Check & pass the Electricity, Telephone, Gas, Advertisement bills and Newspaper bills Manage petty advances and its adjustments. Check and pass the mobile phone bills of JPCL officers. Check & pass the Hand receipts claim of JPCL employees. Check & pass advertisement bill of Tender & Quotation bills. Adjustment of Purchase Committee. Check & pass the POL and Maintenance of Vehicle bills of Transport section. All other jobs assigned by senior officers. Preparation of supplier and contractor Withholding Tax return Preparation of sale Tax inputs and outputs returns Prepare Monthly GST statement Preparation of Financial vetting and budget control Check & update Store Account of materials Keep liaison with Tax Consultant for providing records and compliance • All other jobs assigned by Senior officers.
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4	Executive-I (Legal)	15	<u>Qualification</u> • Graduation with 60% marks. • Law Graduate will be preferred. • Current PC Operating System, MS Word and MS Power Point. Max age Limit: 30 Years.	The Assistant (Legal) shall report to Dy. Manager (Legal) and be responsible for: • Prepare summary, case files complete with all relevant documents • Point out the position of HR Policy, Rules pertaining to the relevant cases Any other work assigned by the In-charge.
5	Senior Store Keeper	15	<u>Qualification</u> • Graduate (Supply Chain Management/ Commerce/ Economics/ Statistics) with 60% marks. <u>Experience</u> • 01 year post qualification experience in Store Management/ supply chain management. Maximum age limit: 30 years	Senior Store Keeper will report to Assistant Manager (Inventory) and be responsible for: Receiving and Storage: • Receiving and inspecting incoming goods, materials, and equipment, verifying quantities and quality against purchase orders or delivery challans. • Properly storing items in designated locations, ensuring optimal space utilization and organization. • Maintaining a clean and organized storage area, implementing safety and security measures. Inventory Management: • Maintaining accurate and up-to-date records of all incoming and outgoing items, using manual ledgers or inventory management software. • Tracking stock levels, identifying potential shortages or overstocks, and initiating reordering procedures as needed. • Conducting regular physical inventory counts and reconciling them with system records. • Preparing and submitting inventory reports to relevant authorities.

				Issuing and Distribution: • Issuing items based on approved requisitions or vouchers, ensuring proper documentation and authorization. • Maintaining records of all issued items, including quantities, recipients, and dates. • Coordinating with other departments or units to ensure timely delivery of items. Other Responsibilities: • Ensuring the safety and security of the store, including implementing access control measures and fire safety procedures. • Assisting in the procurement process by providing information on stock levels and identifying potential suppliers. • Preparing and submitting reports on store operations, including stock levels, discrepancies, and damages. • Adhering to all relevant government regulations and procedures related to store management and inventory control Any other work assigned by the In-charge officer.
6	Security Inspector	15	<u>Qualification</u> Naib Subedar/ Subedar or equivalent from retired personnel of Armed Forces. Matriculate or Armed Forces equivalent. Maximum age 42 years.	Security Inspector shall report to Assistant Manager (Security) and be responsible for: 1) Inspections and Monitoring: of buildings, perimeters, and equipment. 2) Monitoring surveillance systems, such as CCTV cameras, and access control systems to detect suspicious activities. • Enforcing Security Protocols: Ensuring adherence to security policies and procedures by government employees and visitors. • Responding to alarms, emergencies, and security breaches, such as unauthorized entry or theft. Investigating security incidents and preparing detailed reports. Liaising with relevant authorities to obtain necessary approvals and permits. Other Duties: Maintaining security logs and records. Assisting in the development and implementation of security plans. Performing other duties as assigned by In-charge officer.