

STAFF POSITIONS

Sr. No.	Name of Post	Equivalent to BPS	Job Specification (Qualification & Experience for initial Induction)	Job Descriptions (JDs)
1	Accounts Officer	16	<p>Qualification</p> <ul style="list-style-type: none"> BBA (04) years or MBA (Finance), ACCA. <p>Experience</p> <ul style="list-style-type: none"> 01 year post qualification relevant experience of Government Departments / Semi Govt. Organizations / Corporations / Autonomous Bodies or large public limited Companies. <p>Maximum age 40 years</p>	<p><i>Accounts Officer-I, Additional Charge of Assistant Manager Accounts-II (Compilation Section)</i></p> <ul style="list-style-type: none"> 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. <p><i>Accounts Officer-II</i></p> <p>Prepare cheques and payment vouchers</p> <ul style="list-style-type: none"> Issue Deposit Receipts of Sale of Tender Fees, Rent of Shop/Quarter, Electricity Charges Bills of shop/quarter, Sale of scrape, installment of long-term 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.

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2	Admin Officer	16	<p>Qualification</p> <ul style="list-style-type: none"> MBA/MPA/Master's in Management/ Social Sciences with 1st Division from any HEC recognized university. Capable of operating computer with special emphasis on Windows and MS Office. <p>Max Age Limit: 40 Years</p>	<p>The Admin Officer shall report to Assistant Manager (HR/Admn) and be responsible to:</p> <ul style="list-style-type: none"> Assist the Manager (HR/Admn) in proper disposal of Admin & Services related assignments Supervise Dispensary, Transport, Rest House, Officers' Hostel, Mosques, allotment & cancellation of accommodation in residential colony. Supervise JPCL Canteen & other service related contracts as per specification Any other work assigned by the In-charge officer.
3	Office Secretary	16	<p>Qualification</p> <p>Graduation with at least 2nd Division from HEC recognized university with a minimum speed of:</p> <ol style="list-style-type: none"> 80 wpm in Shorthand 50 wpm in Typing Certificate in Microsoft Office and internet (email) etc plus proficiency in computer usage. <p>Max Age Limit: 40 Years</p>	<ul style="list-style-type: none"> Communication Management: Handling incoming and outgoing correspondence (letters, emails, phone calls), drafting responses, and maintaining records. Schedule Management: Scheduling appointments, meetings, and events, coordinating travel arrangements, and managing the senior officer's calendar. Document Preparation: Preparing reports, presentations, and other documents as required, ensuring accuracy and professional presentation. Meeting Coordination: Scheduling meetings, preparing agendas, taking minutes, and following up on action items. Record Keeping: Maintaining organized files and records of important documents and communications. Liaison: Acting as a point of contact between the senior officer and other individuals or departments, facilitating communication and coordination. Office Management: Assisting with general office tasks, such as managing supplies, ensuring smooth office operations, and maintaining a tidy workspace. Maintain Confidentiality: Handling sensitive information with discretion and maintaining confidentiality. Technical Proficiency: Utilizing various office software and technologies for communication, document preparation, and information management. Problem-Solving: Addressing routine issues and escalating complex matters to the senior officer as needed.

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4	Stock Verifier	15	<p><u>Qualification</u></p> <p>B.Com with Auditing & Advance Accounting / BBA Finance (at least 50% marks)</p> <p><u>Experience</u></p> <p>01 year experience in Store Management.</p> <p>Maximum age 40 years</p>	<p>The Stock Verifier shall report to Audit Officer and be responsible to:</p> <p>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.</p> <p>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.</p> <p>System and process review: Evaluate the effectiveness of internal controls and inventory management processes to identify weaknesses and recommend improvements.</p> <p>Condition assessment: Check the condition of all stock, flagging any items that are obsolete, expired, or damaged.</p> <p>Reporting: Prepare detailed audit reports summarizing findings, including discrepancies, causes, and recommendations for corrective action.</p> <p>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.</p> <p>Compliance: Ensure the company's inventory management and stock-taking procedures are compliant with established company policies, accounting standards (such as GAAP or IFRS), and other relevant regulations.</p> <p>Follow-up: Implement and track corrective measures to address identified issues and prevent their recurrence.</p> <p>Any other work assigned by the In-charge officer.</p>
5	Executive-I (Accounts)	15	<p><u>Qualification</u></p> <ul style="list-style-type: none"> B.Com / BBA (Finance) or equivalent / similar qualification with at least 60% marks. Computer literacy is mandatory. <p>Maximum age 40 years</p>	<ul style="list-style-type: none"> 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

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				<ul style="list-style-type: none"> • 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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6	Executive-I (Legal)/ Executive (HR/Admn)	15	Qualification <ul style="list-style-type: none"> Graduation with 60% marks. Law Graduate will be preferred. Current PC Operating System, MS Word and MS Power Point. Max age Limit: 40 Years.	The Assistant (Legal) shall report to Dy. Manager (Legal) and be responsible for: <ul style="list-style-type: none"> 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.
7	Executive-I (HR/Admin)	15	Qualification <ul style="list-style-type: none"> Graduation with 60% marks. Current PC Operating System, MS Word and MS Power Point. Max age Limit: 40 Years.	<ol style="list-style-type: none"> Assist Seniors of HR department in disposal of HR matters. Prepare the HR cases complete with all relevant documents Maintenance of record of all activities related to HR & Admin Services, Policy & Rules. Any other work assigned by the In-charge.
8	Executive-II (Accounts)	11	Qualification <ul style="list-style-type: none"> I.Com / D.Com with 60% marks and knowledge of current PC operating system with typing speed 40 per minute on PC. Maximum age Limit: 40 years	<ul style="list-style-type: none"> Preparation of Documents of Opening L.C for fuel suppliers & there. Maintain the Assignment Bank Account of Coal Fired Power Project. Prepare the All document for Payment of Coal Fired Power Project from CDL. Prepare the Assignment Account Cash book. Maintain the All-Banks Accounts of TPS Jamshoro. Prepare Main Cash Book & L.C Cash Book. Bank Reconciliation of All Bank Accounts. Working for Payment of Liability of all Contractors Bills & ETC of Project. Working for Payment of Liability of all Pension Claims of GENCO-I. Reconcile the Received Funds from CPPA-G on Quarterly Basis or Half Year. Prepare the cheque for transfer of funds. Preparation of the Letter of Financial Instrument (F.I) for Coal Fired Power Project. Working on Pakistan Single Window (PSW) for Clearing of Material Coal Fired Power Project. Working for Payment of Liability of all Contractors Bills & ETC of JPCL Maintain the Monthly Data of Funds Receive from CPPA-G. Maintenance of outward & Inward Register Issue Token No. on the bill received for payment Maintaining complete file of Noting Sheet & Master File. All other jobs assigned by Senior officers.

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9	Executive-II (HR)	13	<p>Qualification</p> <ul style="list-style-type: none"> F/A/ F.SC/ Intermediate with 60% marks knowledge of current PC operating system with typing speed 40 per minute on PC. <p>Maximum age Limit: 40 years.</p>	<p>Executive-II shall report to Admin Officer and assist the Executive-I (HR) and be responsible to:</p> <ul style="list-style-type: none"> Assist the Executive-I in preparation of cases Maintain proper office & services record Ensure proper Dispatch & Diary System of company Maintain Master File Type the cases assigned by Executive-I (HR) Any other work assigned by the In-charge.
10	Executive-II (Security)	13	<p>Qualification</p> <ul style="list-style-type: none"> F/A/ F.SC/ Intermediate with 60% marks knowledge of current PC operating system with typing speed 40 per minute on PC. <p>Maximum age limit: 40 years.</p>	<p>Executive-II shall report to Manager (Security) and be responsible to:</p> <ul style="list-style-type: none"> Assist the Manager (Security) in maintenance of Security personnel all activities, Maintain proper office and services record Maintain Master File Type the cases assigned by Manager (Security) Any other work assigned by the In-charge.
11	Senior Store Keeper	15	<p>Qualification</p> <ul style="list-style-type: none"> Graduate (Supply Chain Management/ Commerce/ Economics/ Statistics) with 60% marks. <p>Experience</p> <ul style="list-style-type: none"> 01 year post qualification experience in Store Management/ supply chain management. <p>Maximum age limit: 40 years</p>	<p>Senior Store Keeper will report to Assistant Manager (Inventory) and be responsible for:</p> <p>Receiving and Storage:</p> <ul style="list-style-type: none"> 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. <p>Inventory Management:</p> <ul style="list-style-type: none"> 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.

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				<p>Issuing and Distribution:</p> <ul style="list-style-type: none"> • 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. <p>Other Responsibilities:</p> <ul style="list-style-type: none"> • 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 <p>Any other work assigned by the In-charge officer.</p>
12	Record Keeper	15	<p>Qualification</p> <ul style="list-style-type: none"> • Bachelor's degree (Computer/ I.T/ Software) from a recognized university. <p>Experience</p> <ul style="list-style-type: none"> • 01 year experience in record management/ documentation control/ Information Management field. <p>Maximum age 28 years</p>	<p>Document Management: Cataloging, organizing and maintaining both physical & digital technical records for machinery, equipment etc..</p> <p>System Maintenance: Developing, implementing and maintaining records management systems and policies for efficient retrieval and storage.</p> <p>Data Integrity: Entering, updating & verifying data in computerized systems to ensure accuracy & completeness, correct errors and inconsistencies.</p> <p>Compliance: Ensuring that all records & record-keeping practices adhere to relevant laws, regulations, and internal policies.</p> <p>Digitization: Scanning, imaging and organizing electronic documents into a digital filing system.</p> <p>Information Retrieval: Providing prompt access to records for internal staff and for regulatory or legal inquiries.</p> <p>Collaboration: Working with cross-functional team of IT to manage & share information effectively.</p>

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13	Security Inspector	15	<p>Qualification</p> <p>Naib Subedar/ Subedar or equivalent from retired personnel of Armed Forces. Matriculate or Armed Forces equivalent.</p> <p>Maximum age 42 years.</p>	<p>Security Inspector shall report to Assistant Manager (Security) and be responsible for:</p> <ol style="list-style-type: none"> 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. <ul style="list-style-type: none"> • 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. <p>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.</p>