



# PUNJAB EDUCATION FOUNDATION JOB OPPORTUNITY



Punjab Education Foundation (PEF) is an autonomous body under the School Education Department, Government of the Punjab, providing free quality education to approximately 3.7 million children across the Province. PEF seeks ambitious and experienced persons for the following positions:

Sr. #	Position	No. of Posts	Age	Educational Qualification	Experience
1	Deputy Director Salary Rs.196,250	18 (Open Merit = 14 Women Quota = 3 Minority Quota = 1)	40 Years Maximum	Minimum of 16 years of education in Sciences, Social Sciences, Business Education, Arts & Humanities from HEC recognized University.	At least 06 years post qualification experience in medium level organization. Must have good communication and reporting skills. Experience of work with Government Agencies, NGOs, international and domestic donors will be preferred. Must be proficient in MS Suite.
2	Deputy Director (Finance) Salary Rs.196,250	1 (Open Merit)	40 Years Maximum	Chartered Accountant/ACCA/ ACMA  OR Relevant Masters/ M.Com/ MBA Finance, MS Finance, MS (Accounting & Finance)/BBA (Hons.) Finance.	At least 06 years post qualification experience in the field of financial management, fund management and analysis of financial statements.  OR At least 08 years post qualification experience in the field of financial management, fund management and analysis of financial statements. Note: Candidate must possess good analytical, communication interpersonal skills. Proficiency in MS Office. Experience of handling Computerized Accounting Software.
3	Deputy Director (Audit) Salary Rs.196,250	2 (Open Merit)	40 Years Maximum	Chartered Accountant/ ACCA/ ACMA  OR Relevant Masters/M.Com/ MBA Finance, MS Finance, MS (Accounting & Finance)/BBA (Hons.) Finance.	At least 06 years post qualification experience at least in a medium sized organization in the field of Audit/Finance. Experience to deal with Financial/Internal/ Commercial/ Government Audits.  OR At least 08 years post qualification experience at least in a medium sized organization in the field of Audit/Finance. Experience to deal with Financial/Internal/ Commercial/ Government Audits. Note: Working knowledge of regulations and procedures of international donors will be preferred. Must possess good presentation and analytical skills. Fluent communication, interpersonal skills and expertise in handling computerized accounting software & MS Office.
4	Deputy Director (IT) (Software Development) Salary Rs.196,250 + (IT Allowance Rs. 50,000)	1 (Open Merit)	40 Years Maximum	Minimum of 16 years of education in Computer Science/Information Technology	At least 06 years post qualification experience. Must have experience of web application development using core .Net & related technologies. Must be able to design, develop & documentation of client/server, complex multi-tier distributed web based application & must be well versed in ASP.NET, VB.NET, C#, AJAX, web services, web references, LINQ,X-ML,SQL Server, 2005/2008 Oracle 11 G, Java Script/JQUERY and CSS. Must have strong concepts of object oriented programming & relational databases.
5	Deputy Director (IT) (Android Application Developer) Salary Rs.196,250 + (IT Allowance Rs. 50,000)	1 (Open Merit)	40 Years Maximum	Minimum of 16 years of education in Computer Science, Computer Engineering from HEC recognized University.	At least 06 years post qualification experience in a medium sized organization (out of which 2 years experience must be of solid development experience with Android Studio, Microsoft .Net, MS SQL Server, SQLite databases, Java, XML, JSON and Web Services/API's.
6	Deputy Director (Media/ Creative Leads) Salary Rs.196,250	1 (Open Merit)	40 Years Maximum	Minimum of 16 years of education in Journalism/Mass Communication/Digital Media/ Media and Communication Studies/Relevant degree from HEC recognized University.	At least 06 Years post qualification experience in communication, media industry (electronic & print media) or journalist role.

7	Assistant Director Salary Rs.131,250	25 (Open Merit = 17 Women Quota = 4 Minority Quota = 4)	35 Years Maximum	Minimum of 16 years of education in Sciences, Social Sciences, Business Education, Arts & Humanities from HEC recognized University.	Must have 04 years post qualification experience, preferably in education related organization. Must have good communication and reporting skills. Experience of work with Government Agencies, NGOs, international and domestic donors and knowledge of Pakistan's education sector will be preferred. Must be proficient in MS Suite.
8	Assistant Director (Finance) Salary Rs. 131,250	2 (Open Merit)	35 Years Maximum	Minimum of 16 years relevant education from HEC recognized university/ MBA Finance/ MS Finance/ MS (Accounting & Finance)/BBA (Hons.) Finance/ACMA/ ACCA.	At least 04 years experience in the field of accounts and finance. Possess good analytical, communication interpersonal skills. Proficiency in MS Office. Experience of handling Computerized Accounting Software.
9	Assistant Director (IT) (Network Support Engineer) Salary Rs. 131,250 + (IT Allowance Rs. 40,000)	1 (Open Merit)	35 Years Maximum	Minimum of 16 years of education in Computer Science/Information Technology.	At least 04 years post qualification experience. Must have experience in hardware/software troubleshooting. Strong knowledge in implementation and administration of network devices setting and maintaining policies, rights/security within a window Server 2003/2008 environment. Must have thorough understanding of the OS network model, Ethernet and TCP/IP Networking, TCP/IP based services including DNS,DHCP,HTTP,FTP,SSH, SMTP etc.
10	Assistant Director (IT) (Software Development) Salary Rs.131,250 + (IT Allowance Rs. 40,000)	2 (Open Merit)	35 Years Maximum	Minimum of 16 years of education in Computer Science/Information Technology.	At least 04 years post qualification experience. Must have experience of web development & designing. Working knowledge of ASP.NET, VB.NET, AJAX, web services, web references, XML, Oracle 11 G/sql server 2008, DOT Net framework 2.0,3.5 & above, Java Script/JQUERY. Must have strong concepts of object oriented programming & relational data bases.
11	Assistant Director (Human Resource) Salary Rs.131,250	2 (Open Merit)	35 Years Maximum	Minimum of 16 years of education in Sciences, Social Sciences, Business Education, Arts & Humanities from HEC recognized University. Preference will be given to the candidates having minimum 16 years of education in Human Resource or Business & Management sciences (specialization in HR) from HEC recognized university.	04 Years experience of HRM functions including organizational planning, recruitment, organization development, employee relations, training, employee performance & development.
12	Assistant Director (Law) Salary Rs. 131,250	1 (Open Merit)	35 Years Maximum	Minimum LL.B. from HEC recognized university.	At least 04 years post qualification experience as practicing Advocate in High Court.
13	Assistant Director (Procurement) Salary Rs.131,250	1 (Open Merit)	35 Years Maximum	Minimum of 16 years of education in Sciences/Social Sciences/MPA/Business & Management/Supply Chain from HEC recognized university.	At least 04 years post qualification experience in procurement and logistics. Must have strong knowledge of PPRA rules, pricing parameters and trends, Contract Management, Procurement Policies and Procedures.
14	Assistant Director (Graphic Designer) Salary Rs.131,250	1 (Open Merit)	35 Years Maximum	Minimum of 16 years of education in Digital Media/ Media and Communication Studies /Graphic Designing/Computer Sciences/Relevant degree from HEC recognized University.	Must have at least 04 years post qualification experience in advertising agency, magazine, public or private organization. Must be proficient in MS Suite.
15	Subject Specialist (English) Salary Rs.131,250	1 (Open Merit)	35 Years Maximum	Minimum of 18 years of relevant education with B.Ed. /M.Ed. from HEC recognized university.	Must have 04 years post qualification experience in teaching, academic development, curriculum designing & trainings.
16	Subject Specialist (Math) Salary Rs.131,250	1 (Open Merit)	35 Years Maximum	Minimum of 18 years of relevant education with B.Ed. /M.Ed. from HEC recognized university.	Must have 04 years post qualification experience in teaching, academic development, curriculum designing & trainings.

17	Subject Specialist (Physics) Salary Rs.131,250	1 (Open Merit)	35 Years Maximum	Minimum of 18 years of relevant education with B.Ed. /M.Ed. from HEC recognized university.	Must have 04 years post qualification experience in teaching, academic development, curriculum designing & trainings.
18	Subject Specialist (Computer Science) Salary Rs.131,250	2 (Open Merit)	35 Years Maximum	Minimum of 18 years of relevant education with B.Ed. /M.Ed. from HEC recognized university.	Must have 04 years post qualification experience in teaching, academic development, curriculum designing & trainings.
19	Subject Specialist (Urdu) Salary Rs.131,250	1 (Open Merit)	35 Years Maximum	Minimum of 18 years of relevant education with B.Ed. /M.Ed. from HEC recognized university	Must have 04 years post qualification experience in teaching, academic development, curriculum designing & trainings.
20	Officer Salary Rs.93,750	40 (Open Merit =27 Women Quota = 10 Minority Quota =3)	33 Years Maximum	Minimum of 16 years of education in Sciences, Social Sciences, Business Education, Arts & Humanities from HEC recognized University.	01 Year post qualification relevant experience.
21	Officer (Finance) Salary Rs. 93,750	2 (Open Merit)	33 Years Maximum	Minimum of 16 years relevant education from HEC recognized university/ MBA Finance/ MS Finance/ MS (Accounting & Finance)/BBA (Hons.) Finance//CA-Finalist.	01 year post qualification relevant experience.
22	Officer (Audit) Salary Rs. 93,750	2 (Open Merit)	33 Years Maximum	Minimum of 16 years relevant education from HEC recognized university, MBA Finance/ MS Finance/ MS (Accounting & Finance)/BBA (Hons.) Finance.	01 year post qualification relevant experience.
23	Officer (Digital Marketing) Salary Rs.93,750	2 (Open Merit)	33 Years Maximum	Minimum of 16 years of education in Digital Marketing/ Media and Communication Studies /Computer Sciences/ Relevant degree from HEC recognized University.	01 year post qualification relevant experience.
24	Officer (HR) Salary Rs.93,750	1 (Open Merit)	33 Years Maximum	Minimum 16 years of education in Sciences, Social Sciences, Business Education, Arts & Humanities from HEC recognized University. Preference will be given to the candidates having minimum 16 years of education in Human Resource or Business & Management sciences (specialization in HR) from HEC recognized university.	01 Year post qualification relevant experience.
25	Officer (Mechanical) Salary Rs.93,750	1 (Open Merit)	33 Years Maximum	DAE-Mechanical 03 years from Punjab Board of Technical Education	At least 03 years post qualification experience.
26	Officer (Civil) Salary Rs.93,750	1 (Open Merit)	33 Years Maximum	DAE-Civil 03 years from Punjab Board of Technical Education	At least 03 years post qualification experience.
27	Officer (Electrical) Salary Rs. 93,750	1 (Open Merit)	33 Years Maximum	DAE-Electrical 03 years from Punjab Board of Technical Education	At least 03 years post qualification experience.
28	Officer (IT) (Software Development) Salary Rs. 93,750	3 (Open Merit)	33 Years Maximum	Minimum of 16 years of Education in Computer Science/Information Technology	01 year post qualification experience. Hands on experience of ASP.NET MVC, C#/VB.NET, AJAX, web services, web references, XML MS SQL server 2008 and above, DOT Net framework 2.0.3.5 & above, JavaScript/JQUERY/Angular/Bootstrap.



29	Officer (IT) (Network Support Engineer) Salary Rs. 93,750	1 (Open Merit)	33 Years Maximum	Minimum of 16 years of Education in Computer Science/Information Technology.	01 year post qualification experience. Hands on experience of hardware/software troubleshooting, knowledge of network devices, technologies, operating systems.
30	Executive Assistant  Salary Rs. 66,250	15 (Open Merit = 9 Women Quota = 3 Minority Quota = 2 Person with different abilities = 1)	33 Years Maximum	Minimum of 16 years of education in Sciences, Social Sciences, Business Education, Arts & Humanities from HEC recognized University.	Fresh  Typing speed should be 35 wpm
31	Executive Assistant (Photographer)  Salary Rs. 66,250	1 (Open Merit)	33 Years Maximum	Minimum of 16 years of education in Mass Communication/Journalism/ /Digital Media/ Visual Arts /Relevant degrees/ (with a focus on photography and videography)/ Relevant degree from HEC recognized University.	01 year post qualification relevant experience.
32	Driver Salary Rs. 50,000	10	33 Years Maximum	Matric	Valid LTV license and at least 3 year's experience.

Please visit PEF official website <https://www.pef.edu.pk> or CTS website <https://www.ctspak.com> to check detailed Job Description of above mentioned posts.

The appointment will be on contract basis for one year, extendable on the basis of satisfactory performance. The post carries competitive market based salary & other benefits. However in case of Government servants, salary will be fixed as per PEF policy. Experience of unpaid jobs/free-lancer, internship, part time, teaching, work experience compulsory for degree program will not be accepted. Experience of working in medium size/large size organizations will only be considered. However, for the post(s) of officer experience in small size organization will also be considered. Shortlisting of candidates and written test will be conducted by Central Testing Service Pakistan (CTSPAK). Candidates having 50 % marks in test shall be called for interview.

#### HOW TO APPLY:

i. Application form and online fee challan are available on Central Testing Service's website <https://www.ctspak.com>

ii. Applicants are required to submit "Online Application Form" till **06 October, 2025 (Monday) 05:00 PM (Evening)** at the following link: <https://ctspak.com/pef-2510/>

(in case of any query regarding online submission, candidate may contact at number given below).

iii. Candidates are required to submit application processing through prescribed fee challan in any online branch of The Bank of Punjab Account No. 6510003300400083. Deposited amount is non-refundable and non-transferable.

iv. Candidates must fill the Online Form carefully in the light of the Guidelines and Instructions mentioned in the Advertisement.

v. After completion and successful submission of online application, the candidate is required to take a print of the completed online application form, sign every page and attached following documents:

- Latest CV
- Original bank deposit slip
- NOC (if required)
- Attested copy of domicile (Punjab Province only)
- Attested latest two passport size photographs
- Attested copies of CNIC and all academic credentials containing marks detail (Matric to the last degree, equivalence certificate, Hafiz-e-Quran certificate, merit / position certificate).
- Attested experience certificate (s)

**And must reach the hard copy at the address given below via POST / COURIER till 09 October, 2025 (Thursday) 05:00 PM( Evening)**

vi. Incomplete, unsigned, application having incorrect information, or received in parts and / or received after the last date for submission of hard copy, shall not be accepted and will stand rejected.

vii. If any candidate intends to apply for more than one post he /she will use separate application form and separate fee will be deposited.

viii. Intimation of written test date, time & centers along with necessary instructions will be communicated to shortlisted candidates by the CTS.

ix. Number of vacancies can be increased or decreased any time without any notice.

x. PEF has right to reject or cancel any application at any stage during recruitment process without assigning any reason.

xi. Queries related to shortlisting for test will be dealt by CTS. Email: [Query@ctspak.com](mailto:Query@ctspak.com) / Whatsapp : 0300-0532200

xii. Only top candidates as per PEF recruitment criteria will be called for interview.

PEF is an equal opportunity employer. **Anybody who tries to influence the process of selection by any means will be disqualified.** Government employees should apply through proper channel (length of service should be clearly mentioned on NOC). Government quotas for persons with different abilities, women and minorities shall be observed. Only shortlisted candidates will be called for test/interview. Shortlisting will be done as per PEF approved criteria. PEF has right to stop/cancel recruitment of advertised posts at any stage. No TA/DA is admissible for test/interview. Age relaxation as per Government policies is already included in age mentioned against each post. Clearly mention the post applied for on the right corner of envelope.



**Dispatch Application to:**  
**Central Testing Services Pakistan**  
**Office 414 , Floor F2, Jeff Heights, Main**  
**Boulevard Gulberg III , Lahore Pakistan.**

**Contact**  
**Information**

**Website :** <http://www.ctspak.com>  
**E-mail:** [Query@ctspak.com](mailto:Query@ctspak.com)  
**Phone :** 042-35755548  
**Whatsapp Helpline No :** 0300-0532200