



THE FUTURE OF PUNJAB POLICE

## **EMPLOYMENT OPPORTUNITY THROUGH RECRUITMENT**

Punjab Safe Cities Authority (PSCA), Lahore invites applications from Police Department posted in Punjab against the following position in PPIC3 Centre, Lahore on contract basis.

Sr. #	Name of Post	Qualification & Experience	Responsibilities	Salary Package	Age Limit
1	<b>Chief Administration Officer</b> (BS-18 or above)	<ul style="list-style-type: none"> <li>Masters / sixteen years of education from a HEC recognized university/institution.</li> <li>Minimum of eight (08) years' experience in Police administration, Police Human Resource Management and Police fleet management.</li> <li>Awareness about IT applications in police.</li> </ul>	<ul style="list-style-type: none"> <li>Act as an effective channel for prompt reporting of all administrative issues, events, incidents and periodic status updates to Chief Operating officer</li> <li>Develop and modify HR policy of PSCA and IC3s Outline the organizational structure, reporting lines, functions, roles, responsibilities and authority levels</li> <li>Provide expertise regarding the sourcing, development and management of IC3 staff by providing support and guidance for line management in the following areas</li> <li>Resourcing recruitment, selection and deployment</li> <li>Performance management Development – training &amp; management development</li> <li>Rewards and benefits</li> <li>Staff relations</li> <li>Develop IC3 Centre specific HR policies and procedures within an overall PP policy structure</li> <li>Ensure the timely delivery of necessary resources and capabilities to IC3 Centre by planning for facilities and inventories including accommodation, utilities, building services, equipment and special facilities such as training rooms, mobile command units etc.</li> <li>Ensure that IC3 Centre has the required number of appropriately skilled staff and that they are adequately trained and motivated to perform their roles effectively</li> <li>Develop and supervise a Performance Management System for IC3 Centre by setting performance goals that are SMART (Specific, Measureable, Attainable, Reliable, and Timely)</li> </ul>	As per PSCA Grade 04	30-55 Years

### **GENERAL INFORMATION / INSTRUCTIONS:**

- i. Detailed job description and terms & conditions for the posts are available at: <https://pscagop.pk/career>
- ii. Interested candidates may apply online through the PSCA website at [www.pscagop.pk/career/till 15.08.2025](http://www.pscagop.pk/career/till 15.08.2025).
- iii. Candidates already employed in Government, Autonomous or Semi Government Organizations must apply through proper channel.

- iv.** PSCA reserves the right to accept/reject an application or halt the recruitment process at any time.
- v.** By hand/incomplete/without online application/late submission of applications will not be entertained.
- vi.** Incomplete or late submission of applications will not be entertained
- vii.** In case of foreign degree, equivalence certificate from HEC must be provided.
- viii.** In case of exigency, number of vacancies can be increased or decreased at any time without any notice.
- ix.** Only shortlisted candidates will be called for interview.
- x.** Candidates selected for an interview will be required to provide information, including relevant documentation, experience certificates, and qualifications, etc.
- xi.** In case of final selection HEC verified degree/transcript will be required.
- xii.** Subsequent tests and interviews will be conducted by the Authority.
- xiii.** No TA/DA will be admissible for the test/interview.
- xiv.** For any job related queries, please contact 042-99051606-8 or through e-mail at: [recruitment@psca.gop.pk](mailto:recruitment@psca.gop.pk)

**Managing Director**  
Punjab Safe Cities Authority