

**APPLICATION FORM/JOB DESCRIPTIONS/
TORS, SELECTION CRITERIA FOR THE POSTS**



**PAKISTAN TOURISM DEVELOPMENT ENDOWMENT FUND
(PTDEF)
APPLICATION FORM FOR PTDEF POSTS**

Reg. No. _____
(To be filled by PTDEF)

Picture 1
Past your recent passport size color photograph not older than 6 months having blue background with gum.

Eligibility Criteria

A.	Is your age according to the desired Post at the date of _____?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
B.	Do you possess required Qualification/ Experience as asked in Job description/ToR?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
C.	Do you possess required skills of the Post as asked in Job description/ToRs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If your reply is "Yes" to A, B & C above, only then please proceed further. Otherwise you are not eligible to apply.

Desired Post: Fill only one box for desired Post. [Mandatory]-To apply for more than one post, please use separate form. This form will be considered valid only for the first selected post in the sequence.

<input type="checkbox"/> Admin & Accounts Officer (BPS-16)	<input type="checkbox"/> Upper Division Clerk (UDC) (BPS-11)	<input type="checkbox"/> Helper/Naib Qasid (BPS-01)
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Personal Information: Use CAPITAL letters and leave spaces between words.

02. Name in Full:	[Grid for Name]																														
03. Father's Name:	[Grid for Father's Name]																														
04. Candidate's CNIC # Please attach attested copy of your CNIC	[Grid for CNIC #]																														
05. Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	06. Date of Birth:	<table border="1"> <tr> <td>D</td><td>D</td><td>-</td><td>M</td><td>M</td><td>-</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> <tr> <td>[]</td><td>[]</td><td>-</td><td>[]</td><td>[]</td><td>-</td><td>[]</td><td>[]</td><td>[]</td><td>[]</td> </tr> </table>								D	D	-	M	M	-	Y	Y	Y	Y	[]	[]	-	[]	[]	-	[]	[]	[]	[]
D	D	-	M	M	-	Y	Y	Y	Y																						
[]	[]	-	[]	[]	-	[]	[]	[]	[]																						
Age on closing Date	[Grid for Age]																														
07. Postal Address:	_____ City: _____ District: _____																														
08. Phone No: (OFF) City Code – Phone No	_____			(RES.)	_____			Mobile:	_____																						
09. Are you a government servant and applying through proper channel? In case of Yes, please provide an NOC from Govt. department.								<input type="checkbox"/> Yes	<input type="checkbox"/> No																						
10. Are you a disabled person?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	11. Religion:	<input type="checkbox"/> Muslim				<input type="checkbox"/> Non Muslim																							
11. Domicile	District _____ Province/Region _____																														

12. Academic information

[Please attach attested copies of your academic certificates]

- Note: 1. PTDC will not consider those candidates who have not filled in their academic record and/ or have not provided the academic certificates.
2. Candidates should convert their grades/ CGPA into marks.
3. Write exact degree name & major subject mentioned in certificate/ transcript.
4. Result awaiting candidates are not eligible.

Certificate/ Degree Name	Degree Title	Specialization/ Major Subjects	Passing Year	Obtained Marks	Total Marks	Board/ University/ Institute
Matric (10Years)						
Intermediate (12Years)						
Bachelor (14Years)						
Bachelor(Hons)/ Master (16Years)						
MS/M.Phil (18Years)						

13. Technical Skills Qualifications [Please attach attested copies of certificates]

Sr#	Certificate/ Diploma Name	Board/ University/ Institute	Passing Year	Obtained Marks	Total Marks
01.					
02.					
03.					

14. Relevant Employment Record [Please attach attested copies of your experience certificates]

Sr#	Organization/ Employer Name	Job Title	Job Duration	
			From	To
01.				
02.				

15. Age Relaxation Claim [Proof to be provided before selection (Only 1 relaxation will be admissible)]

A.	Are you Govt. employee and have completed 2 years continuous service on the closing date for receipt of applications (10 years upto age of 55 years)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
B.	Are you a disable person/ divorced women/ widow of a deceased govt. servant? (10 years)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
C.	Are you released or retired officers/ personals of the Armed forces of Pakistan? (15 years or the number of years actually served in armed forces)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
D.	Do you belong to scheduled casts/ Buddhist community/ recognized tribes of the Tribal areas of AJK/ GB (03 years)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

16. Undertaking by the applicant

I _____ d/s/w of _____ do hereby solemnly declare and affirm that I have read and understood the instructions and conditions for appointment to the above posts, and I have filled up the application form as per given instructions/ criteria and affixed all requisite documents to this application. In case any information contained herein is found at any stage to be missing, untrue, false or forged, my candidature can be cancelled at any stage (even after employment, if so revealed later) and I shall be liable to legal action.

Picture 2

Affix your recent passport size color photograph not older than 6 months having blue background with stapler

Date: _____ Thumb Impression _____ Candidate's Signature _____

GENERAL INSTRUCTIONS:

1. Please fill the application form properly with complete and correct information/ answers.
2. Please do not leave any field blank, otherwise, your application may not be considered.
3. Incorrect, false or forged information may result in cancellation of your candidature at any stage, even after employment, and also proceeding of a legal action.
4. Affix all requisite documents, educational certificates, technical qualifications, experience certificates and CNIC etc. Incomplete application will be rejected.

Other Instructions:-

1. Applications Form may be downloaded from PTDC website i.e. www.tourism.gov.pk and send to the Manager (Accounts HO/Treasurer PTDEF, PTDC Head Office, Kohsar Block, Pak Secretariat, Islamabad on or before 19- 4-2021. Applications **must** accompany with one set of duly attested educational/ experience certificates, CNIC copy and two photographs. If not provided the application will be rejected.
2. Relevant Educational Qualifications, age and experience, job description for relevant position and merit formula of the posts/positions is enclosed herewith at **Annexure-A**.
3. General age relaxation for upper age limit as per government policy will be admissible. Minimum and maximum age shall be calculated from the closing date of the applications.
4. Applications received after due date shall not be entertained.
5. Selected candidates have to submit Medical Certificate as required and in case a candidate is declared medically unfit the alternate candidate shall be offered the post.
6. Information provided in the Application Form will be verified in the event of appointment. In case of any false, forged information PTDC reserves the right to cancel your candidature at any stage (even after employment) (if so revealed later) and to initiate legal action against applicant.
7. In case candidates apply for more than one post, separate envelop and application form along with requisite documents should be used for each post.
8. By hand submission will not be admissible.

I have read and understand fully the above instructions.

Candidate's Signature _____

PTDEF'S EVALUATION CRITERIA/ MERIT FORMULA & MECHANISM FOR THE POSTS

Sr.#	Description	BPS-16	BPS-11	BPS-01
A.	Prescribed Qualification	35	35	-
B.	Higher Relevant Qualification	10	10	-
C.	Experience	15	15	-
D.	Computer/ Technical Skills	10	10	-
E.	Interview	25	25	100
F.	Typing Test	05	05	-

Application dossiers of only eligible candidates (BS-16 & BS-11) shall be processed for evaluation as per following details in accordance with merit formula. Top ten candidates securing highest score on academic record/ merit formula per vacancy shall be called for interview/ further assessment. In case of equal score, the candidate securing highest marks in last degree will be considered highest scorer. The shortlisting of ten candidates in BS-01 shall be made through balloting from the eligible candidates.

A. Academic Record/ Prescribed qualification

For posts in total marks of academic record/ prescribed qualification are 35, which shall be determined as per following illustration:

The academic marks of all the four examinations (Matric to prescribed qualification) are to be calculated as under:

$$\frac{\text{Sum of the marks obtained from Matric to prescribed qualification} \times 35}{\text{Sum of the total marks from Matric to prescribed qualification}}$$

Illustration:

To illustrate, if a candidate obtains 2400 marks out of 4000 marks in four examinations, his credit will come to 18 marks out of 30 marks. Decimals shall be rounded to zero.

B. Higher qualification

The marks for higher qualification over and above the prescribed qualification shall be allocated as under:

One stage above	Two stage above
05	10

C. Experience

- i. Experience = 15 Marks;
- ii. While awarding experience marks for each post, the period of minimum requisite experience shall be deducted from total experience of candidate and thereafter four (04) marks per completed year shall be awarded for additional experience up to three (03) years. In case a candidate's experience exceeds three years, then the credit thereafter shall be one mark for each completed year. The fraction of experience less than one year shall be ignored.
- iii. Experience shall mean the experience gained in a regular full time job required after obtaining the prescribed qualification.
- iv. Period spent on training/ study/internship/ apprenticeship shall not be counted as experience.
- v. Experience gained in a recognized institution shall be taken in to consideration if it is supported by valid documentary proof.

D. Computer Proficiency/ Technical Skills of the relevant post

The candidates shortlisted for interview shall be assessed by the Selection Board for computer/ technical skills. Each member of the Selection Board shall award marks to the candidate on the basis of assessment made by him through oral test/ questions relevant to the technical abilities required for the post. Average marks (sum of marks allocated by Board Members/ number of Board members) shall be taken as total marks secured by the candidate.

E. Typing test

The candidates shortlisted for interview for the both posts, before interview, shall be called for typing tests to be conducted by the Short-listing Committee. The candidate showing highest typing speed shall be awarded 10 marks and the remaining candidates shall be awarded proportional weighted marks as per their typing speed.

F. Interview

The candidates shortlisted for interview shall be assessed by the Selection Committee for their general aptitude, abilities and skills in the relevant field. Each member of the selection committee shall award marks to the candidate on the basis of assessment made by him through oral tests/ questions as relevant for the post. Average marks of all Members of Selection Board shall be taken as total marks secured by the candidate.

Selection Procedure**BS-16 & BS-11**

The selection for candidates securing highest score on the merit formula shall be selected as principal candidate for the post and the next highest scorers shall be selected as alternate candidate.

BS-01

The selection shall be made on the basis of interview amongst the short listed candidates.

MINIMUM QUALIFICATION, EXPERIENCE AND AGE LIMIT FOR INITIAL APPOINTMENT FOR THE POSTS

S#	Post and BPS	Number of Posts	Qualification/Experience	Age Limit (Min.Max)
1	Admin & Accounts Officer (BPS-16)	01	ACCA or Master's degree in business/ public administration/ finance or other related field with 2 years similar experience in a reputed organization. Must be proficient in MS-Office.	18- 35 years
2	Upper Division Clerk (UDC) BS-11	01	B. Com/ BBA/BA or equivalent degree from recognized institution/ University with two years' experience. Must be proficient in MS-Office.	18- 30 years
3	Helper/Naib Qasid	01	Matriculate having reading and writing skills	18-30 years

JOB DESCRIPTION/TOR'S

Job title:	Admin & Accounts Officer (BPS-16)
Work Location:	PTDC Headquarters, Kohsar Block, Pak Secretariat, Islamabad
Reports to:	Treasurer of the Fund
Nature of Job:	Temporary contract-based appointment.
Mode of Appointment:	Direct recruitment on merit basis through open competition.
■ Full-time <input type="checkbox"/> Part-time	
Duties and Responsibilities: Admin & Accounts Officer will be responsible for the management of administrative and financial activities of the fund which will include but not limited to: <ul style="list-style-type: none">○ Administration (Appointments, Payroll, TA/DA, Leave & Discipline etc.)○ Coordinate with other officers and staff to bring in synergy and timely completion of tasks.○ Procurements, stores, maintenance of fund inventories.○ Preparing budget, controlling expenditures, audit & disbursements and matters related to grants, receipts etc.○ Maintaining books of accounts (vouchers record, ledgers, bank/ cash books)○ Preparing financial statements (expenditure statement, balance sheet, trail balance and reconciliation reports)○ Preparation of Cheque authorities, ledgers, sub ledgers, payment vouchers and processing all the cases thereof.○ Maintenance of records of the Fund including Governing Body, Executive Committee and Investment committee meetings.○ Any other work assigned by the Treasurer.	
Education, Experience and skills Requirements: <u>Minimum qualification & experience:</u> ACCA or Master's degree in business/ public administration/ finance or other related field with 2 years similar experience in a reputed organization. <u>Skills Required:</u> <ul style="list-style-type: none">• Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers• Excellent computer proficiency (MS Office – Word, Excel, Power Point, Internet & email)• Must be able to work under pressure and meet deadlines/ performance standards while maintaining a positive attitude• Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices	
Key Performance Indicators (KPIs) for performance evaluation Performance of employees shall be assessed on the basis of Outcome-Based Evaluation (OBE) as per funds deliverables.	
Pay & Allowances: Basic Pay Scale (16)of Federal Government	
Employee Name:	
Employee signature:	Date:

Job Descriptions/ TORs

Job title:	Upper Division Clerk (UDC) BS-11
Work Location:	PTDC Headquarters, Kohsar Block, Pak Secretariat, Islamabad
Reports to:	Admin & Accounts Officer
Nature of Job:	Temporary Contract Based Appointment.
Mode of Appointment:	Direct recruitment on merit basis through open competition.
■ Full-time <input type="checkbox"/> Part-time	
Duties and Responsibilities: He will be responsible for custody of stores and accounting records of the fund. His broad duties shall be: <ul style="list-style-type: none">○ Maintaining stores/ office records including accounting records of the project.○ Diary & dispatch of correspondence/ files.○ Writing of books of accounts/ record etc.○ Receipt and issuance of items to and from the store/ record room.○ Cashier Duties○ Other clerical and admin duties as may be assigned by the Treasurer.	
Education, Experience and skills Requirements: <u>Minimum qualification & experience:</u> B. Com/ BBA/BA or equivalent degree from a recognized institution/ University with two years' experience. <u>Skills Required:</u> <ul style="list-style-type: none">● Excellent computer skills (Word, Excel, Power Point)● Typing speed minimum 30 WPM● Accrual accounting● Knowledge of secretariat duties.●	
Key Performance Indicators (KPIs) for performance evaluation Performance satisfaction report rendered by the Concerned officer.	
Pay & Allowances: Basic Pay Scale (11) of Federal Government	
Employee Name:	
Employee signature:	Date:

JOB Descriptions/ TORs

Job title:	Helper/ Naib Qasid (BS-01)
Work Location:	PTDC Headquarters, Kohsar Block, Pak Secretariat, Islamabad
Reports to:	Admin & Accounts Officer
Nature of Job:	Temporary Contract Based Appointment.
Mode of Appointment:	Direct recruitment on merit basis through open competition.
■ Full-time <input type="checkbox"/> Part-time	
Duties and Responsibilities: <ul style="list-style-type: none">○ Carrying from one place to another within and without office premises official files/papers.○ General arrangement and tidiness of the office, furniture including dusting of office furniture, record etc.○ Conducting visitors to the officers.○ Providing drinking water to the officers and staff.○ Carriage of files, objects and articles from one office to another.○ Shifting of articles of light furniture e.g. chairs, side racks, small side tables etc., from one place to another within office premises.○ Any other duty that may be assigned to him by his Officer Incharge.	
Education, Experience and skills Requirements: <u>Minimum qualification & experience:</u> Matriculate <u>Skills Required:</u> <ul style="list-style-type: none">● Reading and writing skills	
Pay & Allowances: Basic Pay Scale (BPS-01) of Federal Government	
Employee Name:	
Employee signature:	Date: