



## PAKISTAN SECURITY PRINTING CORPORATION (PVT) LTD

Pakistan Security Printing Corporation (PSPC) is wholly owned subsidiary of State Bank of Pakistan. It is engaged in printing of Bank Notes and Prize Bonds. The Corporation is looking for dynamic, high caliber, experienced professional to fill the Vacancy of **General Manager Administration**.

PSPC invites applications from high potential talented Pakistani / AJK Nationals possessing requisite qualification and experience as mentioned below.

### RESPONSIBILITIES:

Key responsibilities of the incumbent will include but not limited to the following:

- To plan & execute administrative and security plans, policies, and strategies of the Corporation round the clock.
- To conduct security risk analysis along with development of security and administrative plans with changing environment / situation.
- To conduct and facilitate KPID security audits and inspections.
- To coordinate with law enforcement agencies for internal & external security of the Corporation.
- To supervise and monitor repair and maintenance of civil infrastructure.
- To supervise internal security through deployment of Watch & Ward personnel, Access Control System (ACS), and CCTV monitoring.
- To direct and supervise routine operations of Administration Division i.e. Transport, Canteen, Telephone Exchange, Horticulture, and General Administration.
- To prepare annual budget Administration Division, including respective Departments / Sections, with justification and monitor expenditure against the approved budget.
- To identify administrative & security gaps and report it to the higher management.
- To advise higher management on security and administrative issues on regular basis.

### ELIGIBILITY CRITERIA:

#### Education:

Bachelor's Degree from HEC Recognized University.

#### Age:

Maximum 65 years as on the last date of submission of application. Employees of PSPC possessing requisite qualification and experience are eligible to apply.

#### Experience:

- The applicant should be retired armed forces personnel not below the rank of Major with exposure to intelligence operations and enforcement of security procedures in high-risk installations.
- The applicant must have at least 10 years of working experience with KPID installations (preferably in A-1 category) with minimum 05 years' experience at senior position in any reputable organization consisting of over 2000 employees.
- The applicant must be medically fit as category "A".
- The applicant must have prior experience of conducting and handling Security Audits.
- The applicant must have prior experience of handling logistics.

### **TERMS OF APPOINTMENT:**

- Competitive Compensation package will be offered as per Corporation's policy.
- The appointment will be made for 3 years on contract basis, which is further extendable subject to performance and Corporation's policies and service rules.
- The appointment will be made subject to Security Clearance of successful candidate as per the policy.

### **PROCEDURE FOR APPOINTMENT:**

- The Corporation is an equal opportunity employer.
- The position at PSPC is always filled on merit.
- Misinformation, using influence or forwarding recommendation will render applicant disqualified.
- The applications along with detailed CV, copies of testimonials and a recent passport size photograph should reach "*Director Human Resources, Pakistan Security Printing Corporation, Jinnah Avenue, Malir Halt, Karachi*" within 15 days (i.e. before February 22, 2021) from the date of publication of this advertisement.
- Only shortlisted candidates will be called for further process.
- No TA/DA will be admissible.



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## APPLICATION FOR EMPLOYMENT

*(TO BE FILLED BY APPLICANT)*

<b>WE ARE AN EQUAL OPPORTUNITY EMPLOYER</b>			
<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Cast</b>
<b>Father Name</b>	<b>Date of Birth</b>	<b>Place of Birth</b>	<b>Domicile</b>
<b>Address:</b>			
<b>City</b>	<b>Zip Code:</b>	<b>Contact # PH:</b>	
<b>CNIC #</b>	<b>Passport #</b>	<b>Cell #:</b>	
<b>WORK-EXPERIENCE – LIST MOST RECENT JOB FIRST</b>			
<b>From:</b>	___ - ___ - ____.	<u>Employer's Name / Address / Telephone #:</u>	<b>Start-Pay:</b>
<b>to</b>	___ - ___ - ____.		<b>Last-Pay:</b>
<b>Job Title:</b>		<b>Reasons for leaving:</b>	
<b><u>Describe the work you did:</u></b>			
<b>From:</b>	___ - ___ - ____.	<u>Employer's Name / Address / Telephone #:</u>	<b>Start-Pay:</b>
<b>to</b>	___ - ___ - ____.		<b>Last-Pay:</b>
<b>Job Title:</b>		<b>Reasons for leaving:</b>	
<b><u>Describe the work you did:</u></b>			
<b>EDUCATIONAL HISTORY - LAST MOST RECENT DEGREE / CERTIFICATE FIRST</b>			
1.		<b>Division / Grade</b>	
2.			
3.			
4.			
5.			
<b>PROFESSIONAL HISTORY - LAST MOST RECENT DEGREE / CERTIFICATE FIRST</b>			
1.			
2.			
3.			
4.			
5.			
❖ Further information may be attached separately (if any).			

<b>GENERAL INFORMATION</b>	
6.	What position are you applying for? _____
7.	What languages do you speak, read, write fluently: 1. _____. 2. _____. 3. _____.
8.	Do you have relative (s) work for this Corporation? Yes ( <input type="checkbox"/> ) No ( <input type="checkbox"/> ), If so, who? _____ _____
9.	Have you ever worked for this Corporation before? Yes ( <input type="checkbox"/> ) No ( <input type="checkbox"/> ), If so, when? _____
10.	Have you ever been convicted of a Crime (excluding misdemeanors and summary offenses) Yes ( <input type="checkbox"/> ) No ( <input type="checkbox"/> ), Note: Conviction on will not necessarily disqualify applicants. If so, please explain _____ _____ How did you find about this Job? _____
<b>CERTIFICATION AND ACKNOWLEDGEMENT</b>	
<p>I certify that the information provided herein is true and correct to the best of my knowledge. I understand that, if employed, falsified statements on the Application for Employment Form will be considered grounds for termination.</p> <p>I authorize the Corporation to thoroughly investigate my work experience and any other matters related to my suitability for employment. I further authorize my former employers to disclose to the Corporation any and all information they may have concerning my previous employment, in addition, I hereby release the Corporation, my former employers, and all other persons from any and all claims, demand, or liabilities arising out of, or in any way related to, such disclosure.</p> <p>I acknowledge that, if employed, both the Corporation and I have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at will relationship will remain in effect throughout my employment with the company and may not be modified by any oral or implied agreement.</p>	
Dated ____/____/21	<b>Applicant's signature</b>

**REQUIRED ATTACHMENT:**

1. Application for employment.
2. Curriculum Vitae (CV)
3. Copies of Degrees / Certificates
4. Experience Certificates for evidence
5. Copy of Domicile
6. In case, the applicant(s) belongs from Armed Forces, then the NOC from the Institution of Armed Forces is mandatory.
7. Copy of CNIC
8. Passport Size Photograph.