



THE FUTURE OF PUNJAB POLICE

## **EMPLOYMENT OPPORTUNITIES THROUGH INTERNAL RECRUITMENT.**

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

| <b>Sr. No.</b> | <b>Name of Post</b>                             | <b>No. of Posts</b> | <b>Qualification &amp; Experience</b>  | <b>Responsibilities</b>   | <b>Salary Package (P.M.)</b>  | <b>Age Limit</b> |
|----------------|---|---------------------|--|---|---|------------------|
| 1.             | ➤ Chief Administration Officer (BS-18 or above) | 01                  | <ul style="list-style-type: none"> <li>➤ Master\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:               <ul style="list-style-type: none"> <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> </ul> </li> </ul> | Gross pay (excluding Police Administration Allowance) plus incentive allowance up to Rs.225,000/- or above as per government rules. | 30-50 Years      |

|    |  |    |  |  |  |             |
|----|--|----|--|--|--|-------------|
|    |  |    |  | <ul style="list-style-type: none"> <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> |  |             |
| 2. | <b>SSP- PPIC3 Centre Operations</b><br>(BS-19) | 01 | <ul style="list-style-type: none"> <li>➤ Sixteen (16) years of education from a recognized university.</li> <li>➤ Senior Superintendent of Police (BS-19) with minimum of eight (08) years of police service in supervisory position and exposure of Policy Formulation/Policy Analysis, Organizational Development and Organizational Management.</li> <li>➤ Exposure of international learning environment.</li> </ul> | <ul style="list-style-type: none"> <li>➤ To strategically oversee the planning, implementation &amp; PPIC3 operations under the direct supervision of COO/PSCA.</li> <li>➤ To supervise/monitor the IC3 Operations team (Police Personnel Deputed in IC3/ Police Communication Officers) in efficiently running the operations of the Centre.</li> <li>➤ To coordinate operational matters with Superintendents</li> </ul>   | Gross pay (excluding Police Administration Allowance) plus incentive allowance up to Rs.275,000/- as per government rules. | 30-50 Years |

|    |                                      |    |   |  |  |             |
|----|--------------------------------------|----|---|--|--|-------------|
|    |                                      |    | <ul style="list-style-type: none"> <li>➤ Preference to be given to officers with technical education.</li> </ul>  | <ul style="list-style-type: none"> <li>of Police appointed in field units.</li> <li>➤ To Coordinate with other law enforcement agencies to ensure the smooth operations of Centre.</li> <li>➤ To ensure that there is appropriate support for all the concerned departments.</li> <li>➤ To take all necessary disciplinary proceeding against violations of code of conduct, professional and discipline matters.</li> <li>➤ To act as Reporting officer for writing Performance Evaluation Reports of DSP-IC3.</li> <li>➤ To act as bridge between the Police and Public and interact in emergency and crises situations.</li> <li>➤ To maintaining the confidentiality of sensitive data.</li> <li>➤ To supervise and coordinate the work of all the staff appointed at IC3 Centre.</li> <li>➤ To perform other tasks as directed by the Competent Authority.</li> </ul> |  |             |
| 3. | <b>SP- IC3 Operations</b><br>(BS-18) | 03 | <ul style="list-style-type: none"> <li>➤ Minimum Bachelor's degree from a recognized university.</li> <li>➤ Superintendent of Police (BS-18) with Minimum of six (06) years of experience in Police organization.</li> <li>➤ Exposure of international learning environment.</li> </ul> | <ul style="list-style-type: none"> <li>➤ To support the Senior Management for smooth and efficient operations of the PPIC3 Centre</li> <li>➤ To provide skill/expertise for development of the contingency plans for major event planning.</li> </ul>  | Gross pay (excluding Police Administration Allowance) plus incentive allowance up to Rs.225,000/- as per government rules. | 30-50 Years |

|    |   |    |   |   |  |             |
|----|---|----|---|---|--|-------------|
|    |   |    | <ul style="list-style-type: none"> <li>➤ Preference to be given to officers with technical education.</li> </ul>  | <ul style="list-style-type: none"> <li>➤ To assist Senior Management for the development of a detailed Centre operation plan.</li> <li>➤ Supervise and coordinate the work of other staff posted in PPIC3 including CTD, Traffic and Staff of other agencies.</li> <li>➤ Hold the officers responsible against pre-defined performance criteria of IC3 operations.</li> <li>➤ Coordination with other law enforcement agencies to ensure the smooth operations of Centre.</li> <li>➤ To assist Senior Management for development of major communications plans.</li> <li>➤ To assist Senior Management for development of SOP for each major operational activity of PPIC3 Centre.</li> <li>➤ To perform other tasks as directed by the Senior Management / Commander-IC3.</li> </ul> |  |             |
| 4. | <b>DSP PPIC3 Centre Operations</b><br>(BS-17) | 02 | <ul style="list-style-type: none"> <li>➤ Bachelor's Degree</li> <li>➤ Deputy Superintendent of Police (BS-17) with five (05) or more years of police experience</li> <li>➤ Experience of working on security related project(s) and IT related project(s) will be given preference</li> </ul> | <ul style="list-style-type: none"> <li>➤ Ensure that new processes and work practices are implemented and embedded in the PPIC3 operation.</li> <li>➤ Ensure that there are necessary precautionary measures and contingency plans against a catastrophic failure at the PPIC3 Data Centre and those capabilities exist to manage possible disruptions to the work of the Centre</li> <li>➤ Assist IC3 Operations team in</li> </ul>  | Gross pay (excluding Police Administration Allowance) plus incentive allowance up to Rs.175,000/- as per government rules. | 25-55 Years |

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  | <p>developing the contingency plans and support for critical event planning.</p> <ul style="list-style-type: none"> <li>➤ Ensure that PPIC3 Centre operational and business continuity plans provide adequate resilience and flexibility to maintain services for forecast demand volumes and critical and major incidents and emergency situations.</li> <li>➤ Assist IC3 Operations team in efficiently running the operations of the center.</li> <li>➤ To supervise the working of various operational units of the center including ECC, DCC, OMC etc.</li> <li>➤ To ensure compliance with PPIC3 Centre policy and standard operating procedures (SOPs).</li> <li>➤ To decide upon the most appropriate operational resource to deploy within the framework of corporate and local SOPs.</li> <li>➤ To act as bridge between the Police and Public and interact in emergency and crises situations</li> <li>➤ To maintaining the confidentiality of sensitive data.</li> <li>➤ To perform other tasks as directed by the senior management.</li> </ul> |  |  |
|--|--|--|--|--|--|--|

**GENERAL INFORMATION / INSTRUCTIONS:**

- i. All the appointments will be made according to the Service Regulations 2017 of Punjab Safe Cities Authority (PSCA), Lahore

- ii.** Detailed job description and terms & conditions of the post are available at: [www.pasca.gop.pk/career/](http://www.pasca.gop.pk/career/) & [www.punjabpolice.gov.pk/police-jobs](http://www.punjabpolice.gov.pk/police-jobs)
- iii.** All aspirants may apply online through PSCA website [www.pasca.gop.pk/career/](http://www.pasca.gop.pk/career/) till (10.08.2023) followed by submission of hard copy of online application form along with attested copies (one each) of Recent Passport Size Photograph, CNIC, Domicile, Educational Testimonials (Matric onwards) & Experience Certificates/Posting chart via courier to office of Punjab Safe Cities Authority (PSCA), Qurban Police Lines, Lahore within five (05) days after closing date of online application submission i.e. (15.08.2023).
- iv.** All the candidates are required to apply through proper channel.
- v.** Candidates should clearly mention the name of the applied position on the envelope.
- vi.** PSCA reserves the right to accept/reject an application or recruitment process at any time.
- vii.** No TA/DA will be admissible for the test/interview.
- viii.** Only shortlisted candidates will be contacted.
- ix.** 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  
Lahore