

GOVERNMENT OF PAKISTAN
MINISTRY OF RAILWAYS
RAILWAYS BOARD

POSITIONS VACANT

Applications are invited for filling the posts of Internees in the project titled “**Collaboration of Pakistan Railways with Different academic institutes (Triple Helix Model)**”, stationed at ministry of railways and at various railway stations across Pakistan Railways network.

Description of the Posts	No. of Posts	Qualification/Eligibility Criteria	Job Description & Terms
Internees (Stipend = Lumpsum PKR 20,000 per month no other facility) Location of Posting: 1. Karachi 2. Rohri 3. Multan 4. Lahore 5. Quetta 6. Peshawar 7. Rawalpindi 8. Ministry of Railways	 04 Nos. 04 Nos. 04 Nos. 04 Nos. 04 Nos. 04 Nos. 04 Nos.	• Fresh Graduates with 16 years of education at least graduated from HEC recognized institution. • Basic Knowledge of Pakistan Railways • Use of basic computer skills • Attractive personality • Max. Age 25 years • Good communication skills	• Facilitation at railway stations. • Detailed deliberations to customer /public. Help general public on railway stations. Marketing of Walls and stalls of railway stations for revenue generation. • Attraction of clients and customers through marketing. • Image Building of Pakistan Railways. • Complaints recording and processing. Identification of issues faced by passengers and coordination with divisional officers to resolve the issues. • Developing of questionnaire to get feedback from passengers on daily basis. This feedback will be submitted to Headquarters Office on monthly basis by internees. • Four interns (two in the morning shift, 08.00 to 16.00 hrs and two in the evening shift, 14.00 hrs to 22.00 hrs respectively) shall be stationed on mentioned railway stations. • Any other task assigned.

NOTE

- Tenure of internship is six months non-extendable. Internees shall have no claim in future induction or employment in railways.
- Interested candidates strictly meeting the criteria should apply within 15 days from the date of publication of advertisement to the address given below along with application form (available at website www.railways.gov.pk and www.pakrail.gov.pk), CV/Resume attested copies of all educational/experiences certificates, recent photograph and CNIC.
- Only shortlisted candidates will be called for test/interview.
- This office reserves the right to select/reject or not to fill any position (s) without assigning any reason.
- Applications complete in all respect should be sent to **Project Coordinator-Triple Helix, Room # 03 Basement Office, Planning Directorate, Ministry of Railways, D-Block, Pak. Secretariat, Islamabad.**
- No TA/DA will be admissible for test/ interview.

(Sarmad Mukhtar)

Project Coordinator
Ministry of Railways, D-block
Pak. Secretariat, Islamabad
Ph: 051-9204106

TRIPLE HELIX PROJECT INTERNSHIP PROGRAM

Selection Process



COLLABORATION OF PAKISTAN RAILWAYS WITH DIFFERENT ACADEMIC INSTITUTES (TRIPLE HELIX MODEL)

(PSDP Project of Ministry of Railways, Government of Pakistan)

Note: Please TYPE using Capital Letters. Filling all fields is compulsory. Please write NIL or NA where not applicable.

INTERNEES APPLICATION FORM

Paste two (02)
recent photograph
here

Station Applied for:

Applications Closing Date:

Date of
Submission:

Section 1: Personal details

Name:

Father's
Name:

Gender (M/F):

Address:

Age on Closing Date of Application
(Years/Months/Days):

Date of
Birth:

Day

Month

Year

Domicile:

Email:

Contact No./ Mobile:

CNIC:

Section 2: Education (Certified by HEC)

Qualification	Degree/ Certificate (Exact Title)	Majors/Specialization	Board/ Institution	Div./ Grade	Date
Matric/ SSC etc. (10 years or Equiv. qualification)					
F.A/ F.Sc/ HSC etc. (12 years or Equiv. qualification)					
Masters/ BE. (16 years or Equiv. qualification)					
Any other (Please specify)					

Section 3: Professional Certificates

Professional/Technical/ Management Certificates	Name of Institute/ issuing agency	Date (D/M/Y)

Section 4: Training and Development

List a maximum of 05 training and development courses which support your application.

Title of Training Program or Course	Duration of Course

Section 5: Personal Statement

(Explain in few words how do you meet the requirements of the position applied for).

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Section 6: References

Please give the names and addresses of your two most recent employers (if applicable).

Reference 1

Name:

Position (job title):

Organisation Name and Address:

Mobile NO:

E-mail:

Reference 2

Name:

Position (job title):

Organisation Name and Address:

Mobile NO:

E-mail:

Section 7: Declaration

By signing and submitting this form, I _____ S/D of _____ do hereby declare that all the questions relating to me have been accurately and fully answered; and that the information provided above is accurate to my knowledge. In case the information contained herein is found 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.

Signature:

Thumb Impression:

Date:

Note: Application Forms without Original Signature and Clear Thumb Impression will not be accepted.

FOR OFFICE USE ONLY (Candidates need not fill this section)

Application Received on (Date):

Name:

Signature:

Shortlisted

Yes

No

If no, specify reasons: