

**AZAD GOVERNMENT OF THE STATE OF JAMMU AND KASHMIR**  
**Planning and Development Department**

**JOB OPPERTUNITY**

Applications from AJ&K State subject/ Domicile holders, Refugees 1947 settled in Pakistan as well as Refugees 1989 are invited for following temporary appointments on the basis of open merit in the Planning & Development Department under the development scheme “Bureau of Statistics” AJK.

Name of Position	Nos. of post(s)	Period	Qualification, Experience & Skills	ToRs
<b>Chief Statistical Officer (BPS-18)</b>	01	01 Year	i) Master’s Degree (2 <sup>nd</sup> Division) in Statistics/Economics/Mathematics with an optional/special paper in Statistics from a recognized University. ii) 05 years’ Experience in BS-17 of collection, tabulation and analysis of data or application of Statistical methods preferable. Experience of using statistical software (such as Stata or SPSS) to manipulate data with Advanced knowledge and application of Microsoft Word, Access, Excel, Outlook and Power Point. iii) An understanding of the use of research methodology in order to produce focused and detailed research output and Ability to communicate statistical concepts and results to non-statisticians.	The Chief Statistical Officer will perform the following Tasks: <ul style="list-style-type: none"> <li>• Apply techniques of Research Designs on various options planned by the superiors.</li> <li>• Do statistical estimations, editing data encoding procedures;</li> <li>• Plan and prepare operating Instruction manuals and carry out editing;</li> <li>• Monitor and compile statistical information;</li> <li>• Develop data encoding logic for data processing</li> <li>• Processing of statistical data, cleaning and validation of data and computation of rates, ratios and indicators.</li> <li>• Assist the superiors to design questionnaires, formats and schedules, design statistical control formats, assist in statistical training materials.</li> <li>• Oversee the compilation, design and produce publication, supervise and coordinate statistical activities</li> <li>• Carry out statistical frame development operations</li> <li>• Develop field operation strategies</li> <li>• Coordinate with Line Departments and other agencies with regard to statistical data</li> </ul>

**Conditions:**

1. Submit online application at [jobs.pndajk.gov.pk](http://jobs.pndajk.gov.pk) before **16<sup>th</sup> July 2018**. Keep print out of online submitted application to be presented at the time of interview. (no need for submission of Hard copy of the application) TOR’s of the above position is available at P&DD website at [jobs.pndajk.gov.pk](http://jobs.pndajk.gov.pk).
2. Hardcopy of online submitted applications along with 01 latest passport size photograph copy of CNIC, academics record, experience certificates, domicile, state subject certificate and CV along with original documents will be required at the time of interview.
3. Government servants having requisite qualification/experience can also apply through proper channel along-with NOC, Candidates with-out departmental permission will not be considered.
4. Department reserves the right to change the number of posts advertised or with-hold further process for recruitment for one or all of above positions.
5. Hiring will be on open merit basis and only shortlisted candidates will be called for test/ interview. No TA/DA will be provided for test/interview
6. Incomplete applications will not be entertained.

**(Muhammad Saleem)**

**Section Officer**

Planning & Development Department

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