



Government of Sindh Transport & Mass Transit Department Sindh Mass Transit Authority



SELECTION OF EMPLOYEES

Applications are invited for test / interview of qualified candidates for hiring of the following posts in two (02) years project of ADP Scheme "Capacity Building and Logistic Support of SMTA and Transport & Mass Transit Department" in Sindh Mass Transit Authority purely on contract basis.

S. No	Name of Post	No. of Posts	Qualification & Experience	Min. Age
1.	Assistant Engineer (Civil)	02	- BE. in Civil Engineering from HEC recognized University / Institution. - Valid registration with PEC. - Five years relevant experience for civil works / construction of roads and buildings including planning, scheduling, optimized resource estimation, monitoring, periodic reviews of project progress, updating and control, compiling of technical reports and consultation with the consultant, contractor on behalf of senior management - Good interpersonal skills and communication. Proven ability to work in a collaborative, team environment. Written and oral fluency in English will be required.	30
2.	Bus Operation Engineer	01	- B.E. Mechanical/Civil Engineering with minimum 2nd division from HEC recognized University. - The Candidate should have at least 03 years' experience working in organization (either public or private sector).	30
3.	Procurement & Contract Officer	01	- At least B.E. in Civil Engineering, Business Administration or related discipline from HEC recognized university / Institute with experience in procurement and contract management. - Candidate having relevant professional courses in contract / procurement management will be preferred. - The Candidate should have at least 5 years' verifiable and relevant experience in the public sector projects / private organization in the field of procurement and contract management assignment. - Must possess skills of drafting documents related to procurement and contracts. - Proven Experience in preparation of bidding documents (works, goods, services i.e. consultancy/Non consultancy). - Preparation of evaluation report and managing contracts.	30
4.	Accountant	01	- At least B.Com with minimum 2nd division from HEC recognized University. - Candidate should have hands on experience of MS Office. - At least 02 years' experience working in organization (either public sector or private).	30
5.	Inspector Bus Operation	01	- B.E./B.Tech or Diploma in Mechanical Engineering with minimum 2nd division from HEC recognized University/Technical Board. - The Candidate should have at least 02 years' experience working in organization (either public or private sector).	30
6.	Site Supervisor	02	- B.Tech or Diploma in Civil Engineering with minimum 2nd division from Technical Board. - The Candidate should have at least 02 years' experience working in organization (either public or private sector).	30
7.	Quantity Surveyor	01	- B.Tech or Diploma in Civil Engineering with minimum 2nd division from Technical Board. - The Candidate should have at least 05 years relevant working experience. - It is mandatory that candidate's working experience includes executing building infrastructure projects works, handled the costs on a construction project, quantities calculation, billing of government projects, terminologies, report writing skills, recording of construction activities / measurements readings from site and MS Office. - Experience of road construction quantity calculation, Electrical & HVAC items quantity calculation will be an added advantage.	30
8.	AutoCAD Operator	01	- At least Intermediate with Auto CAD courses from recognized institute. - At least 02 years' experience working in organization (either public or private sector).	26
9.	Documentation Controller	01	- At least Intermediate with hands on experience of MS Office. 02 years of proven experience as Document Controller with reputed private or public sector organization. - Strong communication and interpersonal skills.	26
10.	Computer Operator	01	- At least Intermediate with C1T/DIT from recognized institute. - The Candidate should have at least 02 years experience working in organization (either public or private sector).	26

IMPORTANT INSTRUCTIONS:

- The hiring shall be on term-specific and liable to be terminated on one month notice;
- The hiring shall be on fix monthly remuneration;
- Age relaxation will be given if applicable as per Govt. Policy;
- No TA/DA will be admissible, only shortlisted applicants will be contacted;
- Candidates having prescribed qualification, experience for the posts should send application on through covering letter on below mentioned address or email along with CV and supporting documents latest by October 31, 2024 during office hours;
- The process of assigning work is initiated bona fide expectation, any adverse setback may cause with holding of procedure challenge, no claim to this effect is entertainable;
- SMTA reserves the right to increase or decrease the number of advertised posts throughout the process of selection and reserves the right to cancel / postpone the process of recruitment for the said position at any stage without assigning any reason;
- Special Quota shall be observed as per rules / policy, where applicable (women, disabled, special person, minorities);
- The authority has zero tolerance for gender discrimination and has robust anti-harassment policy in place, with gender balanced and trained enquiry committee in place to address and resolve any such complaints.

Managing Director
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