THE FUTURE OF PUNJAB POLICE

PUNJAB SAFE CITIES AUTHORITY
PSCA Headquarters, Qurban Lines Lahore, Pakistan.
042-99 05 16 05-8 042-99203026
042-111-11-77-22 www.psca.gop.pk

No.8623/HR/PSCA/2025
Dated: 31 July, 2025

To

The Inspector General of Police/PPO,
Punjab, Lahore.

Attention: **DIG (Headquarters),**

Subject: **ADVERTISEMENT FOR INTERNAL RECRUITMENT FOR THE VACANT POST OF CHIEF ADMINISTRATION OFFICER (CAO), PSCA, PUNJAB POLICE INTEGRATED COMMAND, CONTROL & COMMUNICATION (PPIC3) CENTRE LAHORE**

It is apprised that a critical position of **CHIEF ADMINISTRATION OFFICER (CAO)** within the Punjab Safe Cities Authority (PSCA) is likely to be **vacant shortly.** This vacancy will impact the overall efficiency, effectiveness, and output of several departments including Application, Technical, Networking, and Human Resource.

2. The above mentioned post is exclusively meant for Police Officers and is required to be filled through internal recruitment process within the Police Department, adhering to the prescribed procedure as per part 2, rule 3(1-C) and 6(4) of PSCA Service regulation 2017.

3. In compliance with the approved procedure, we have enclosed the advertisement **(Annex-A)** for inviting applications from eligible Police Officers to apply for the above mentioned vacant post in PSCA, Lahore. The advertisement and job descriptions are to be uploaded on both the PSCA and Punjab Police websites.

4. In view of the above, it is requested to upload the advertisement at Punjab Police Website.

REGISTRAR BRANCH
CENTRAL POLICE OFFICE,
PUNJAB
Dy. No. 9626
Dated 1-8-25

DIG/HQrs	
AIG/	
Dy Director	
P.S.	
Dy. No. 3696/HQ	
Dated: 01/8/25	

(MUHAMMAD AHSAN YOUNAS), PSP
Managing Director
Punjab Safe Cities Authority,
Lahore.

Copy for Information:

1. The Personal Staff Officer (PSO) to Inspector General of Police, Punjab, Lahore.

SI(Estt)/ 01/08/25 Puttup HC DSP Put up pl 1/8/25

PSCA
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EMPLOYMENT OPPORTUNITY THROUGH RECRUITMENT

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

Sr. #	Name of Post	Qualification & Experience	Responsibilities	Salary Package	Age Limi
1	**Chief Administration Officer** (BS-18 or above)	• Masters / sixteen years of education from a HEC recognized university/institution. • Minimum of eight (08) years' experience in Police administration, Police Human Resource Management and Police fleet management. • Awareness about IT applications in police.	• Act as an effective channel for prompt reporting of all administrative issues, events, incidents and periodic status updates to Chief Operating officer • Develop and modify HR policy of PSCA and IC3s Outline the organizational structure, reporting lines, functions, roles, responsibilities and authority levels • Provide expertise regarding the sourcing, development and management of iC3 staff by providing support and guidance for line management in the following areas • Resourcing recruitment, selection and deployment • Performance management Development – training & management development • Rewards and benefits • Staff relations • Develop IC3 Centre specific HR policies and procedures within an overall PP policy structure • 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. • 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 • Develop and supervise a Performance Management System for IC3 Centre by setting performance goals that are SMART (Specific, Measureable, Attainable, Reliable, and Timely)	As per PSCA Grade 04	**30-55 Years**

GENERAL INFORMATION / INSTRUCTIONS:

i. Detailed job description and terms & conditions for the posts are available at: https://psca.gop.pk/career

ii. Interested candidates may apply online through the PSCA website at www.psca.gop.pk/career/ **till 15.08.2025**.

iii. Candidates already employed in Government, Autonomous or Semi Government Organizations must apply through proper channel.

iv. PSCA reserves the right to accept/reject an application or halt the recruitment process at any time.

v. By hand/incomplete/without online application/late submission of applications will not be entertained.

vi. Incomplete or late submission of applications will not be entertained

vii. In case of foreign degree, equivalence certificate from HEC must be provided.

viii. In case of exigency, number of vacancies can be increased or decreased at any time without any notice.

ix. Only shortlisted candidates will be called for interview.

x. Candidates selected for an interview will be required to provide information, including relevant documentation, experience certificates, and qualifications, etc.

xi. In case of final selection HEC verified degree/transcript will be required.

xii. Subsequent tests and interviews will be conducted by the Authority.

xiii. No TA/DA will be admissible for the test/interview.

xiv. For any job related queries, please contact 042-99051606-8 or through e-mail at: recruitment@psca.gop.pk

Managing Director
Punjab Safe Cities Authority