



GOVERNMENT OF PAKISTAN
MINISTRY OF OVERSEAS PAKISTANIS & HUMAN RESOURCE DEVELOPMENT
OVERSEAS EMPLOYMENT CORPORATION



Advertisement No. 27/3-1602/ 21

Date:13th August, 2021

	Urgently required Manpower for Gulf Glass Manufacturing Co. K.S.C. (Kuwait)	
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A private company, M/s Gulf Glass Manufacturing Company in Kuwait urgently requires the services of candidates

#	Category	Detail of Qualifications, Experience, Skills & Responsibilities
1.	IS Maintenance Team Leader	<p>Educational qualification:</p> <ul style="list-style-type: none"> ☞ Diploma in Mechanical or Production Engineering (or) Engineer. <p>Years of Experience:</p> <ul style="list-style-type: none"> ☞ 15 years' experience in IS-Machine Glass container plant. Preferably Emhart make Machines. <p>Additional Skills:</p> <ul style="list-style-type: none"> ☞ Manpower Management skill. ☞ Communication skill. ☞ Computer knowledge. ☞ Leadership. ☞ Team Work <p>Age below 45 Years</p> <p>Salary Range (550-650 KD)</p> <p>Reporting to:</p> <ul style="list-style-type: none"> ☞ Manager Maintenance / Plant Manager <p>Responsibility:</p> <ul style="list-style-type: none"> ☞ Ensure Compliance to ISO 9001 and ISO 22000 (FSMS) for Quality and Food Safety Systems. ☞ Planning, implementation and control of maintenance programs for IS machines and other related equipments and ancillary equipments. ☞ Preventative maintenance / Predictive maintenance / Break down maintenance. ☞ Ordering of spare parts / fixing of minimum level for ordering / follow up with SC for timely receipts. ☞ Control of spares parts consumption / control of consumables consumption. ☞ Prepare Daily / Weekly / Monthly maintenance schedule and ensure that it is executed. ☞ Give feedback to manager daily. ☞ Take care of Job changes on lines. ☞ Setting of targets for Mechanics. ☞ Attend daily production meetings. ☞ Supervise, control and monitor activities of the department and send report to manager on daily basis. ☞ Prepare and submit Performance appraisal of department and finalize with the manager. ☞ Assist manager to follow the system requirements. ☞ Follow all special instructions from Manager / Plant Manager. ☞ Any other job assigned by Manager / Management. <p>Authority:</p> <ul style="list-style-type: none"> ☞ Approve daily and monthly reports. ☞ Rising of Item request and stores issue approving. ☞ Leave Plan and Leave application.

		<ul style="list-style-type: none"> ☞ Medical report. ☞ Gate pass signing
#	Category	Detail of Qualifications, Experience, Skills & Responsibilities
2.	Mould Designer	<p>Educational qualification:</p> <ul style="list-style-type: none"> ☞ B.E. or Diploma in Mechanical Engineering. <p>Years of Experience:</p> <ul style="list-style-type: none"> ☞ 10 yrs. experience in Mold designing in Glass Container plant. <p>Additional Skills:</p> <ul style="list-style-type: none"> ☞ Good communication skills. ☞ Knowledge of computer with CAD ☞ Manpower Management Skill. ☞ Knowledge of Mold equipment and IS forming machines. ☞ Knowledge of Mold Manufacturing, Castings, Foundry <p>Age below 45 Years</p> <p>Salary Range (550-600 KD)</p> <p>Reporting to:</p> <ul style="list-style-type: none"> ☞ Plant Manager <p>Responsibility:</p> <ul style="list-style-type: none"> ☞ Ensure Compliance to ISO 9001 and ISO 22000 (FSMS) for Quality and food safety Systems. ☞ Designing activity in the plant like the Mold designing and bottle designing. ☞ Designing and development of new products as per customers requirement. ☞ Drawing finalization and co-ordination with SC and Mold supplier. ☞ Inspection and calibration of mold equipments / molds. ☞ Preparation of various drawing concerning to mechanical, civil and other layouts related to projects. ☞ Act as a co-ordination between Plant Mold shop and SC and supplier. ☞ Record keeping of Mold design office and engineering changes requested by other departments in Mold equipments. ☞ Provide inputs to the new bottle evaluation process. ☞ Supervise and control activity of Mold Draftsman. ☞ Any other job assigned by Plant Manager / Management. <p>Authority:</p> <ul style="list-style-type: none"> ☞ Approval of Monthly Mold report. ☞ Job on Job off report. ☞ Approval on new mold equipments. ☞ Scrap Item request. ☞ Over time. ☞ Creation and approval of Item request. ☞ Production order creation and picking list creation. ☞ BOM / Route card posting.

#	Category	Detail of Qualifications, Experience, Skills & Responsibilities
3.	Decoration and Packing Team Leader	<p>Educational qualification:</p> <ul style="list-style-type: none"> ☞ B.Sc. (or) Diploma in Mechanical Engineering. <p>Years of Experience:</p> <ul style="list-style-type: none"> ☞ 10 to 15 years experience in Continuous Packaging Process Industry. <p>Additional Skills:</p> <ul style="list-style-type: none"> ☞ Communication Internal and External. ☞ Computer knowledge ☞ English Knowledge ☞ Team Work & Strong Leadership ☞ Spoken Arabic Preferred for communication

		<p>Age below 45 Years Salary Range (350-400 KD) Reporting to: ☞ Production / Plant manager</p> <p>Responsibility:</p> <ul style="list-style-type: none"> ☞ Ensure Compliance to ISO 9001 and ISO 22000 (FSMS) for Quality and Food Safety Systems. ☞ Responsible for Planning and controlling all activity of Decoration area such as: <ul style="list-style-type: none"> ❖ Printing - as per approved ACL art work of customer. ❖ Labeling - as per customer approved labels and requirement. ❖ Sleeving - as per customer requirement by approved sleeve. ❖ Packing of product - as per customer requirement and as per quality standard. ❖ Shrink wrapping of finish goods pallets as per quality standard. ☞ Organize Quality control activities in Decoration area to Maintain quality standard of all product. As per Customer requirement and GGMC standard. ☞ Plan all activities with respect to Job change and provide information to Assistant & shift foreman for action. Review / monitor the action taken for timely completion. ☞ If any problem observed or informed by foreman assist to overcome the problem. ☞ Arrange for sample of new products for customers approval of printing, labeling and sleeving. ☞ Check the working condition of the equipment related to the department, working status and following the preventive maintenance plan of all the equipment with the cooperation of concern maintenance section: Mechanical, Electrical, Instruments & general maintenance. ☞ Spare parts ordering of the printing machines and maintain the mostly consumable item quantity. ☞ Monthly review of material using by department. ☞ Assist for bottle evaluation. ☞ Work our requirement of equipment and on receipt make plan for installation of the same. ☞ Preparing the shift schedule of the all employees in the department. ☞ Making regular communication with the higher authorities regarding all issues of the department. ☞ Maintaining the house keeping of the department on highest level. ☞ Responsible for control of Manpower (regular as well as daily wages people). ☞ Responsible for minimizing consumption of color, packing material and daily wages labor. ☞ Wastage control is part of his responsibility. ☞ Motivating & controlling all the labors and imparting proper training to the people. ☞ Control all activities in absence of Manager. ☞ Any other job assigned by Manager / Management. <p>Authority:</p> <ul style="list-style-type: none"> ☞ Sign daily and monthly production reports. ☞ Signing of employees' administration related papers. (Leave, medical, gate pass etc.) ☞ Requesting and approving of stores issues. ☞ Requesting and approving item request for stores. ☞ Posting of work orders in Axapta.
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#	Category	Detail of Qualifications, Experience, Skills & Responsibilities
4.	Decorating & Printing	<p>Educational qualification:</p> <ul style="list-style-type: none"> ☞ High school (12 years) or I.T.I Pass or Diploma in Mechanical Engineering

	Mechanic	<p>Years of Experience:</p> <ul style="list-style-type: none"> ☞ 5 to 10 years' experience in the running & set-up of Printing Machines <p>Additional Skills:</p> <ul style="list-style-type: none"> ☞ Making positive for new job as per customer requirement. ☞ Knowledge of computer (Optional; Diploma) ☞ Knowledge of English & Spoken Arabic for communication <p>Age below 45 Years</p> <p>Salary Range (300-350KD)</p> <p>Reporting to:</p> <ul style="list-style-type: none"> ☞ Shift Supervisor <p>Responsibility:</p> <ul style="list-style-type: none"> ☞ Ensure Compliance to ISO 9001 and ISO 22000 (FSMS) Standards for Quality and Food Safety Systems. ☞ He is responsible for job changes on printing machine according to job card (Fill up the job card for any new job). ☞ Before starting the machine, he should ensure the temperature of Decoration Lehr is on target which is provided by Decoration & Packing Manager. ☞ He has the responsibility of setting the printing according to approved ACL art work of the customer. ☞ He has the responsibility of all six lines printing quality. ☞ During the running of machine if there is any mechanical problem he should solve, if he cannot, inform shift foreman for necessary assistance. ☞ Morning shift mechanic should report to the Decoration & Packing Manager and back shift mechanic reports to the shift foreman. ☞ He has the responsibility of printing machine maintenance & its overhauling. ☞ Following up spare parts quantity on a weekly basis with Decoration & Packing Manager & plan for additional spare parts if required. ☞ He is responsible for carrying out preventive and breakdown maintenance of Decorating Machines. ☞ He must ensure that Decorating machines are maintained in good running condition and responsible for the upkeep of the machine. ☞ Any other job assigned by Manager / Management.
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#	Category	Detail of Qualifications, Experience, Skills & Responsibilities
5.	Batch & Furnace Team Leader	<p>Educational qualification:</p> <ul style="list-style-type: none"> ☞ Bachelor's Degree (B.E., or B. Tech.) in Glass or Ceramic engineering or Chemical Engineer. <p>Years of Experience:</p> <ul style="list-style-type: none"> ☞ 10 yrs. experience in a Glass industry (Batch& Furnace Manager) At least 3 years worked in a managerial position. He should have thorough knowledge of operation & maintenance of Furnace & batch plants with proven performance record. <p>Additional Skills:</p> <ul style="list-style-type: none"> ☞ Good Communication & interpersonal skill. ☞ Knowledge of computer. ☞ Leadership. ☞ Team Work <p>Age below 45 Years</p> <p>Salary Range (450-500KD)</p> <p>Reporting to:</p> <ul style="list-style-type: none"> ☞ Plant Manager / GM Manufacturing <p>Responsibility:</p> <ul style="list-style-type: none"> ☞ Ensure compliance to ISO 9001 and ISO 22000 (FSMS) standards for Quality

	<p>and Food Safety Systems.</p> <ul style="list-style-type: none"> ➤ He is directly responsible for all activities related to the Operation & Maintenance of Batch Plant, Furnace, ➤ He should plan, organize, implement, check & control the entire operations of Batch & Furnace department and responsible for delivering the glass quality at acceptable standards. ➤ He has to take part in job change meetings and prepare for the operating parameters of Furnace, number of batches required per day, planning for raw material, manpower etc. ➤ He is responsible for the implementation & control of maintenance programs for Furnace & Batch Plant. ➤ He should take part in all the meetings, like Production planning meeting, job change meeting, daily production meeting. ➤ He is responsible for setting targets to his department and for individual employees and ensure that the targets are achieved. ➤ He is responsible for employees performance appraisal and organizing training for the people. ➤ He should take day-to-day instructions from Plant Manager regarding his department functioning. ➤ He has to participate in management meetings, quality improvement programs, safety & environmental programs etc. ➤ He has to supervise, control & monitor the activities of all the people in his department. ➤ He has to plan & utilize the resources at his disposal for achieving his department goals. ➤ He is responsible for generating all the reports related to Furnace & Batch House. ➤ He is responsible to minimize the wastages and consumption of material used in the department. ➤ He is responsible for material planning & follow-up activity with purchase department in order to ensure that material is available for the operation. ➤ Minimum variations in Batch Formula, Melting and refining processes. ➤ Any other Job assigned by Manager / Management. <p>Authority:</p> <ul style="list-style-type: none"> ➤ He Signing of daily and monthly reports. ➤ Signing and approving item request and stores issue requisition. ➤ Creating of Picking list, posting on Axapta. ➤ To discuss batch composition with Plant Manager / QC ➤ Manager as and when required for making changes.
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#	Category	Detail of Qualifications, Experience, Skills & Responsibilities
6.	IS - Forming Manager / Production Manager	<p>Educational qualification:</p> <ul style="list-style-type: none"> ➤ B.E (or) B. Tech in any Engineering discipline preferably ➤ Post Graduate Diploma in Management or equivalent Experience. <p>Years of Experience:</p> <ul style="list-style-type: none"> ➤ 15 years. Experience in a Glass industry. Worked at least 3 years in a managerial position. Should have handled the IS-Machines with different processes like B & B, Press & Blow, NNPB etc. <p>Additional Skills:</p> <ul style="list-style-type: none"> ➤ Good Communication & interpersonal skill. ➤ Knowledge of Computer. ➤ Team Leader. ➤ Team Work ➤ Proven record of Performance

	<p>Age below 50 Years</p> <p>Salary Range (800-850KD)</p> <p>Reporting to:</p> <ul style="list-style-type: none"> ☞ Plant Manager <p>Responsibility:</p> <ul style="list-style-type: none"> ☞ Ensure compliance to ISO 9001 and ISO 22000 (FSMS) for Quality and Food Safety standard. ☞ To organize the production departments and control its activity for achieving the desired Production targets. ☞ He has to plan, implement, supervise & control the entire Production resources (manpower, machinery, methods) and direct them for attaining the performance goals. ☞ He has to encourage team building concept and facilitate the team to work together towards achieving the targets. ☞ He has to set targets of each Foreman & Operators and ensure that it is fulfilled by providing them the resources, help & support. ☞ He is directly responsible for the Plant Efficiency and quality of products produced. ☞ He has to develop a preventive maintenance program for the ISMachines & Feeder refractory expendables and monitor whether it is happening as per plan. ☞ He is responsible for development of new bottles and making it successful. ☞ He has to propose the Production incentive scheme for the ISworkers. ☞ He will take direct instruction from Plant Manager and / or GM Manufacturing and control the department accordingly. ☞ He is responsible to run the machines at higher speeds and responsible for production of good quality bottles acceptable to the customer. ☞ He should actively participate in a plant or product approval procedure. ☞ He should implement & monitor the continuous improvement programs, work force development, training of people. ☞ He is responsible for minimizing consumption of swab oil, brushes, hand gloves etc by better planning & control. ☞ He has to support the job change team and provide them necessary help & resources in doing the job change effectively and in shortest possible time. ☞ He is responsible for production management; <ul style="list-style-type: none"> ❖ Conducting daily production meeting. ❖ Facilitating shift change-over meetings. ❖ Production reporting system. ❖ Job Change meetings / Job on Job off meeting. ☞ Interacting with all other departments in seeking their services and ensure that Production & quality is kept at highest level. ☞ Taking part in management meetings, monthly review meetings. ☞ He is directly responsible for the job performance in ISMachines and its efficiency. ☞ He has to motivate, direct and support the Forming team to achieve the desired goals & targets. ☞ He has to minimize the production of 'held ware' and focus should be given at Hot end to rectify the defects. ☞ He has to implement the bottle production control & quality at Hot end and strive to make defect-free (zero defect) bottles. ☞ He is responsible for the entire chain of manufacturing activity starting from Fore hearth Glass conditioning up to glass bottles put inside the Annealing Lehr. ☞ IS forming T/L, Lead Man, Foreman and operators are directly reporting to him and he is responsible for supervising and controlling all their activities. ☞ Any other job assigned by Manager / Management.
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	<p>Authority:</p> <ul style="list-style-type: none"> ☞ Conducting Job on Job off meeting. ☞ Approval of all plant related documents for technical matters. ☞ Signing of Job change circular, drawings, vouchers, gate pass, NCR etc
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#	Category	Detail of Qualifications, Experience, Skills & Responsibilities
7.	Mold Shop Team Leader	<p>Educational qualification:</p> <ul style="list-style-type: none"> ☞ Diploma (I.T.I. Technical Diploma) or At least Diploma in mechanical engineering <p>Years of Experience:</p> <ul style="list-style-type: none"> ☞ 10 years. experience in Machine Shop or Mold Shop of Glass container company <p>Additional Skills:</p> <ul style="list-style-type: none"> ☞ Good communication and interpersonal skills. ☞ Manpower Management Skill. ☞ Knowledge in Mold Equipments. ☞ Computer Knowledge. ☞ Team Work <p>Age below 50 Years</p> <p>Salary Range (500-550KD)</p> <p>Reporting to:</p> <ul style="list-style-type: none"> ☞ Production Manager / Plant Manager <p>Responsibility:</p> <ul style="list-style-type: none"> ☞ Ensure Compliance to ISO 9001 and ISO 22000 (FSMS) for Quality and food safety Systems. ☞ Responsible for all documentation regarding Mold equipments. ☞ Responsible for all current production equipments. ☞ Responsible for through inspection of all equipments as per specified drawings. ☞ Responsible for better & longer life of Mold equipments. ☞ Responsible for stock report of equipments. ☞ Responsible for new Mold design (inspection as specified & informing to the higher authorities accordingly). ☞ He should keep track of the Mold life data. ☞ Responsible for proper storage of Molds & issue to the IS-Production. ☞ Responsible for feeding the Mold equipments to IS-Forming without interruption of Production. ☞ Any mold damages should be brought to the knowledge of higher authorities. ☞ Responsible for carrying out mold modification and changes, whenever required. ☞ Should co-ordinate with IS-Forming & Maintenance Dpt to achieve smooth flow & control of Molds and other equipments. ☞ Any other job assigned by Plant Manger / Management. <p>Authority:</p> <ul style="list-style-type: none"> ☞ Making and signing Mold monthly report. ☞ New Mold equipment drawing approval. ☞ Mold equipment inspection report. ☞ Scrap item request. ☞ Departmental administrative documents. (leave, gate pass etc.) ☞ Creating of item request. ☞ Withdrawal of required items from stores

#	Category	Detail of Qualifications, Experience, Skills & Responsibilities
8.	Electronic	<p>Educational qualification:</p> <ul style="list-style-type: none"> ☞ Minimum ITI in Electronics or Diploma in electronic and Instrumentation

Technician	<p>Years of Experience:</p> <ul style="list-style-type: none"> ➤ Minimum 2 years of relevant experience in any continuous process industry. <p>Additional Skills:</p> <ul style="list-style-type: none"> ➤ Should have knowledge in studying Electronics circuitry & Electrical drawings as well. ➤ Knowledge of Process related instruments like Temperature, Pressure, Flow, Level etc. Also working knowledge in weighing related instruments. Should understand the basic norms of ISO9001:2000 ➤ Working knowledge operating PC with Microsoft Office or Open office. <p>Age below 35 Years</p> <p>Salary Range (250-300KD)</p> <p>Reporting to:</p> <ul style="list-style-type: none"> ➤ Electronic Supervisor / Electronic Engineer <p>Responsibility:</p> <ul style="list-style-type: none"> ➤ Ensure compliance to ISO 9001 and ISO 22000 (FSMS) for Quality AND Food Safety Systems. ➤ He is responsible to repair & maintain the Electronic & Instrumentation related devices. ➤ Attend the day-to-day maintenance and breakdown job as per the instruction of Superior and also Maintenance Service request. ➤ Any other job assigned by Engineer / Manager / Management.
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#	Category	Detail of Qualifications, Experience, Skills & Responsibilities
9.	General Maintenance Mechanic	<p>Educational qualification:</p> <ul style="list-style-type: none"> ➤ At least Diploma in Mechanical Engineering or Trade Certificate in “Fitter” or” Mechanic” trade from recognized Institute <p>Years of Experience:</p> <ul style="list-style-type: none"> ➤ Minimum 5 years’ experience in glass industry as a Mechanic or Fitter. <p>Additional Skills:</p> <ul style="list-style-type: none"> ➤ Computer Literate ➤ Knowledge of English <p>Age below 35 Years</p> <p>Salary Range (200-250KD)</p> <p>Reporting to:</p> <ul style="list-style-type: none"> ➤ Team Leader / Manager <p>Responsibility:</p> <ul style="list-style-type: none"> ➤ Ensure Compliance to ISO 9001 and ISO 22000 (FSMS) Standards for Quality and food safety Systems. ➤ Responsible for Mechanical Maintenance of all Equipment or Machines except I.S. Machines & Printing machines. ➤ Should be able to carry out the jobs as per instructions from supervisor/ Engineer. ➤ To carry out all mechanical preventive & Breakdown maintenance of machines. ➤ Responsible for smooth running of all mechanical machines except I.S & printing machines. ➤ Any other job assigned by Team Leader / Manager / Management.

#	Category	Detail of Qualifications, Experience, Skills & Responsibilities
10.	Quality Control Team Leader	<p>Educational qualification:</p> <ul style="list-style-type: none"> ➤ Bachelor of Science in relevant field or At least Diploma in industrial engineering or Quality <p>Years of Experience:</p> <ul style="list-style-type: none"> ➤ Minimum 5 years or 10 years of experience <p>Additional Skills:</p>

		<ul style="list-style-type: none"> ➤ Communication with customer ➤ Computer literacy <p>Age below 40 Years</p> <p>Salary Range (350-400KD)</p> <p>Reporting to:</p> <ul style="list-style-type: none"> ➤ Quality Control Manager <p>Responsibility:</p> <ul style="list-style-type: none"> ➤ Ensure compliance to ISO 9001 and ISO 22000 (FSMS) for Quality & Food Safety Systems. ➤ Drive the team to the Objectives of Department and GGMC objectives. ➤ Support team for any new development and / or new system for upgrading the current one. ➤ Study customers requirement on or before production start, refer and take corrective action on last run Quality problems. ➤ Discuss with forming and mold shop about last run details and past record of the product before starting current run. ➤ All the current productions, decorated, labeled and sleeved products are checked thoroughly (Quality Oriented). ➤ Follow up with Production department for running job problems and corrective action. ➤ Overall checking of all devices / machines which is in operation on the production line also check the functionality of Inspection Equipments. (Both at hot end and cold end). ➤ Maintaining the quality parameters related to customers requirements for all products. ➤ Discuss Raw Material parameters with Batch and Furnace on daily findings. ➤ Testing & approving all incoming viz, Label, Sleeve, Enamel etc. before the operation in the production. ➤ Arrange samples for customers as per the Sales & Marketing Dpt. with all quality check ups ➤ Making regular communications with the higher authority regarding all quality issues. ➤ Taking all care of maintaining a good house keeping in the Dpt. ➤ Any other QC related job assigned by the Management. ➤ Responsible for any solid waste in the company. ➤ Responsible for quality of waste water discharged from the plant. ➤ Process monitoring for all processes which are directly or indirectly effecting the final product. <p>Authority:</p> <ul style="list-style-type: none"> ➤ To reject any unsafe and nonconforming product. ➤ To approve all departmental applications and quality related activities in Axapta. ➤ To approve purchase quotations / orders. ➤ To withdraw non confirming product. ➤ To act as QC in charge in absence of Quality Manager.
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#	Category	Detail of Qualifications, Experience, Skills & Responsibilities
11.	Quality Control Supervisor	<p>Educational qualification:</p> <ul style="list-style-type: none"> ➤ Bachelor of Science or 2 years diploma of industrial institute or At least Diploma in industrial engineering or Quality.. <p>Years of Experience:</p> <ul style="list-style-type: none"> ➤ Minimum 5 years or above <p>Additional Skills:</p> <ul style="list-style-type: none"> ➤ Communication internal

	<p>➤ Computer literacy</p> <p>Age below 40 Years</p> <p>Salary Range (250-300KD)</p> <p>Reporting to:</p> <p>➤ Quality Control Team Leader</p> <p>Responsibility:</p> <p>➤ Ensure compliance to ISO 9001 and ISO 22000 (FSMS) for Quality and Food Safety Systems.</p> <p>➤ Control all activities of QCI (Quality Control Inspector)</p> <p>➤ Check and record Hot End and Cold end coating reports.</p> <p>➤ Inform and follow for corrective action with forming foreman for observations / quality problems on line.</p> <p>➤ Observe running of Online Inspection equipments and inform concerned maintenance department for stoppages.</p> <p>➤ Take information form Manager / Team leader about job change and see that on line equipments are set and QCI as ready for job change.</p> <p>➤ Check that all related records are maintained and reported to Manager / Team Leader.</p> <p>➤ Any other job assigned by Manager / Management.</p> <p>➤ Authorized to sign Final Product release document</p>
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Terms and Conditions:

- i. Free Sharing Accommodation & Transportation provided by company.
- ii. Company will be provided Free Food or Allowance to the workers.
- iii. Work Insurance & Medical will be provided by the company.
- iv. Contract term 2 years and Renewable.
- v. Probation period 100 working days.
- vi. Duty 8 hours a day in 6 days a week. More than overtime as per Kuwait labor law.
- vii. Leave every year for 30 days.
- viii. Work location will be inside the shade & Kuwait only not deploy for Iraq.
- ix. Joining air ticket from Pakistan to Kuwait and ending contract from Kuwait to Pakistan will be provided by the company.
- x. Company will not deduct any visa charges from workers* salaries.

Note:

- i. Interested candidates may apply online through OEC Website <https://oec.gov.pk/>.
- ii. Applicant will submit/attach the deposited Bank Challan Form for amounting Rs 1,000 (against each position) and the "Challan Form" can be downloaded from https://oec.gov.pk/Assets/file/Challan_Form-1000.pdf
 - a. **Option #1:** Visit any HBL Branch submit the bank challan in Account No.0112-79010447-03.
 - b. **Option #2:** Pay online in HBL (Islamabad) Account No. 0112-79010447-03.
 - c. **Option #3:** Pay online from outside Pakistan HBL IBN # PK84 HABB 0001127901044703
- iii. For any further details or technical support or any query related to apply for job on **OEC's Online Job Portal** (jobs.oec.gov.pk), please contact Operations/I.T Wing, OEC Head Office Islamabad, Phone: 051- 9253254, 9253247, Email: ddit@oec.gov.pk and adit@oec.gov.pk

Closing Date: 31st August, 2021

(Operations & I.T Wing)
OEC, Head Office, Islamabad.