

SITUATION VACANT

Applications are invited from suitable Male / Female candidates having "Punjab Domicile" for temporary appointment against the following posts in the Headquarter-Office, Lahore as well as Field Organization of Federal Government Department, under the Post Box No. 26, GPO, Lahore: -

Sl. No.	Name of post	Educational Qualification	No. of seats	Age limit
1.	Senior Assistant (BPS-15) Viz Rs.23,920-1,980-83,320	(i) B.A. or B.Sc or equivalent degree from a recognized university. (ii) Must be computer literate. (iii) 06 (Six) weeks Basic IT Training Course (Including MS Office) conducted by NITB is mandatory <u>after selection before completion of probation period.</u>	(Field Organization) 01 (Punjab)	18-28 years
2.	Data Entry Operator (BPS-14) Viz Rs.22,530-1,740-74,730	(i) Bachelor degree (ii) One year Computer / IT Diploma. (iii) Working Knowledge of Microsoft Office and other computer applications. (iv) Ability to type a minimum of 40 word per minute. (v) Ability to multitask effectively. (vi) Strong written and verbal communication skills; (vii) Comfortable working independently with minimum supervision. (viii) Ability to transfer data from paper format into digital format. (ix) Ability to type Urdu language. (x) Ability to use internet, E-mail; (xi) Ability to use Antivirus to protect residual data.	(Hqs-Office) 01 Female (Punjab) 01 Minority (Punjab) 04 (Punjab) (Field Offices) 09 Female (Punjab) 04 Minority (Punjab) 12 Differently abled Persons (Punjab) 70 (Punjab)	18-28 years
3.	Junior Assistant (BPS-11) Viz Rs.18,650-1,310-57,950	(i) F.A. / F.Sc or equivalent qualification. (ii) Must be computer literate. (iii) 03 (three) weeks Basic IT Training Course (Including MS Office) conducted by NITB is mandatory <u>after selection before completion of probation period.</u>	(Field Offices) 01 Minority (Punjab) 02 (Punjab)	18-25 years

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4.	Sub-Assistant (BPS-09) Viz Rs.17,470-1,090-50,170	(i) Matric (ii) Minimum typing speed of 30 w.p.m. (iii) Must be computer literate. (iv) 03 (three) weeks Basic IT Training Course (Including MS Office) conducted by NITB is mandatory <u>after selection before completion of probation period.</u>	(Hqrs-Office) 03 (Punjab) (Field Offices) 02 Female (Punjab) 01 Minority (Punjab) 04 Differently abled Persons (Punjab) 04 (Punjab)	18-25 years
5.	Naib Quasids (BPS-02) Viz 490-28,520	Rs.13,820- (i) Primary pass.	(Hqrs-Office) 01 (Local Basis) (Field Offices) 01 Differently abled Persons (Punjab) 02 (Local Basis)	18-25 years
6.	Chowkidar (BPS-02) Viz Rs.13,820-490-28,520	(i) Preference will be given to the Ex-Servicemen of Armed Forces.	(Field Offices) 03 (Local Basis)	18-25 years

- Applications on prescribed Form should reach at Post Box No.26 G.P.O. Lahore within 30 days of the publications. Copies of certificates / Degrees must be attached with the applications. Applications received after closing date will not be entertained. Relaxation in general upper age limit for a period of five years over and above the prescribed age limit will be given as per Government decision.
- Maximum age limit as prescribed under the recruitment rules of the post shall be relaxed in pursuance of initial appointment to civil posts (Relaxation of upper age limit) Rules, 1993.
- The number of vacancies being announced is subject to any subsequent increase or decrease.
- Selected candidate (Headquarter-Office/ Field Organization) may be posted anywhere in Punjab.
- Applicants must mention "Date of birth" and "District of domicile" in the Application Form, otherwise incomplete application will not be considered and will be treated as rejected.
- Only Short-listed candidates will be called for written test / interview.
- An attested copy of CNIC must be attached with the Application Form.
- The Applicants who will apply for the post of Data Entry Operator must attach the copies of their Computer/IT Diploma with the application Form.
- According to the Government instructions, the quota reserved for Women, religion Minorities and Differently abled Persons will be observed.
- Persons already in Government Service should apply through proper channel.
- No TADA will be admissible for appearing in test / interview.

PIDL-1380

Director (Estt)