

## SITUATION VACANT

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

Sl. No.	Name of post	Educational Qualification	Age limit	No. of Posts	Detail of post
1.	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.	18-28 years	30	(Field Offices) <b>02 Female</b> <b>05 Minority</b> <b>09 Differently</b> <b>abled Persons</b> <b>14 Open Merit</b>

- Applicants may apply through ECP's Online Recruitment System by visiting the link i.e. <https://jobs.ecp.gov.pk/pun> within 20 days of the printing of the advertisement in the newspapers.
- Applicants who apply through the online recruitment system are also required to submit hard copy of their auto generated applications failing which the candidates will be considered as ineligible.
- Hard copy of application on the following prescribed format alongwith CVs and all relevant education/experience certificates including CNIC and one recent passport size photograph and one year Computer I.T Diploma with application form should reach through Post Box No.26 G.P.O. Lahore within 20 days of publication of this advertisement on the address given below. The name of the position applied for must also be clearly mentioned on the envelope.
- Applications received after cut-off date shall not be entertained.

5. Relaxation of upper age limit including 05 years general relaxation over and above the prescribed age limit shall also be admissible under the Initial Appointment to Civil posts (Relaxation of Upper Age Limit) Rules, 1993.
6. The Competent Authority reserves the right to cancel the process of recruitment of advertised post partially or totally without assigning any reason.
7. Selected candidate may be posted anywhere in Punjab.
8. 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.
9. Only Short-listed candidates will be called for written test / interview.
10. According to the Government instructions, the quota reserved for Women, religion Minorities and Disable Persons will be observed.
11. Persons already in Government Service should apply through proper channel.
12. No TA/DA will be admissible for appearing in test / interview.

**Deputy Director (Estt)  
G.P.O. Post Box 26,  
Lahore.**