

SITUATION VACANT

Applications from "**Punjab domicile holder**" on prescribed proforma are invited

to fill vacancies mentioned below:

| Sl. No. | Name of post | Qualification & Experience | Age limit | No. of Posts | Detail of post |
|---------|---------------------------|--|-------------|--------------|---|
| 1. | Senior Assistant (BPS-15) | <ul style="list-style-type: none"> • Graduation. • Must be computer literate. • 06 Weeks Basic IT Training Course including MS Office. | 18-28 years | 03 | <p>(Hqrs-Office) 01 Merit (Punjab) (Field Offices) 02 Merit (Punjab)</p> |
| 2. | Sub-Assistant (BPS-11) | <ul style="list-style-type: none"> • Matric. • Minimum typing speed of 30 w.p.m, • Must be computer literate. • 03 Weeks Basic IT Training Course including MS Office. | 18-25 years | 30 | <p>(Hqrs-Office) 02 Merit (Punjab) (Field Offices) 21 Merit (Punjab) 02 Female (Punjab) 01 Minority (Punjab) 04 Differently abled persons (Punjab)</p> |

1. Applicants may apply through ECP's Online Recruitment System by visiting the link i.e. <https://jobs.ecp.gov.pk/pun> within 30 days of the printing of the advertisement in the newspapers.
2. 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.
3. 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 with application form should reach through Post Box No.26 G.P.O. Lahore within 35 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.
4. 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. According to the Government instructions, the quota reserved for Women, religion Minorities and Disable Persons will be observed.
10. Persons already in Government Service should apply through proper channel.
11. No TA/DA will be admissible for appearing in test / interview. Only short-listed candidates will be called for test/interview.
12. The Authority reserves the right to increase/decrease the number of vacancies or cancel the recruitment process altogether at any stage without assigning any reason(s).
13. NITB basic IT training/certification is mandatory for the post of Senior Assistant (BS-15) (06 Weeks) and Sub-Assistant (BS-11) (03-weeks) after selection and before completion of probation period.

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

