

## SITUATION VACANT

Applications are invited from suitable male/female candidates with local/ **domicile of Punjab** for appointment to the following posts under the Federal Department Organization through **G.P.O. Post Box 26 Lahore** and **Online Recruitment System (ORS)**.

Sl. No.	Name of post	Qualification & Experience	Age limit	No. of Posts	Quota	Place of Posting
1.	Draughtsman (BS-16)	<ul style="list-style-type: none"> <li>• <b>Matric</b> with diploma in draftsmanship.</li> <li>• <b>03 years course</b> from any Government Poly Technical Institute or Tracer.</li> <li>• <b>07 years' experience</b> in case of Tracer.</li> </ul>	18-28 years	01	01 Merit (Punjab)	Liable to serve anywhere in the Punjab Province
2.	Data Entry Operator (BS-14)	<ul style="list-style-type: none"> <li>• <b>Bachelor degree</b></li> <li>• <b>One year Computer / IT Diploma.</b></li> <li>• Working Knowledge of Microsoft Office and other computer applications.</li> <li>• Ability to type a minimum of <b>40 word per minute;</b></li> <li>• Ability to multitask effectively;</li> <li>• Strong written and verbal communication skills;</li> <li>• Comfortable working independently with minimum supervision;</li> <li>• Ability to transfer data from paper format into digital format;</li> <li>• Ability to type Urdu language;</li> <li>• Ability to use internet, e-mails;</li> <li>• Ability to use Antivirus to protect residual data.</li> </ul>	18-28 years	14	07 Merit (Punjab) 01 Women (Punjab) 06 Minority (Punjab)	Liable to serve anywhere in the Punjab Province
3.	Junior Assistant (BPS-13)	<ul style="list-style-type: none"> <li>• <b>Intermediate.</b></li> <li>• Must be computer literate. <b>03 (three) weeks basic IT training course</b> (including MS Office) recognized by Government.</li> </ul>	18-25 years	06	06 Merit (Punjab)	Liable to serve anywhere in the Punjab Province

Sl. No.	Name of post	Qualification & Experience	Age limit	No. of Posts	Detail of post	Place of Posting
4.	Photographer/ Video grapher (BS-11)	<ul style="list-style-type: none"> <li>• <b>Bachelor's degree</b> in film and advertising</li> <li>• with professional work experience of videography, filming/ photography of <b>two years</b> with a government department/ a reputed advertising agency/ Media houses/ NGO or professional filmmakers.</li> <li>• The education requirement can be relaxed in case having professional work experience In filming and videography more than <b>5 Years</b> with a reputed organization.</li> <li>• Proficiency with camera equipment and aware of new technologies of videography /photography in the market.</li> <li>• Proficiency with editing software.</li> <li>• Excellent interpersonal skills</li> <li>• Relative fitness and stamina to work long hours.</li> </ul>	30-35 years	01	01 Merit (Punjab)	Liable to serve anywhere in the Punjab Province
5.	Staff Car Driver (BS-05)	<ul style="list-style-type: none"> <li>• <b>Matric</b></li> <li>• Valid Driving License holder and well versed in the Traffic Rules.</li> </ul>	18-30 years	03	03 (Ordinarily on Local Basis)	Liable to serve anywhere in the Punjab Province
6.	Naib Qasid (BS-02)	<ul style="list-style-type: none"> <li>• <b>Primary Pass</b></li> </ul>	18-25 years	05	05 (Ordinarily on Local Basis)	Liable to serve anywhere in the Punjab Province
7.	Chowkidar (BS-02)	<ul style="list-style-type: none"> <li>• <b>Primary Pass</b></li> <li>• Preference will be given to the Ex-Servicemen of Armed Forces.</li> </ul>	18-25 years	05	05 (Ordinarily on Local Basis)	Liable to serve anywhere in the Punjab Province

- i. All the interested candidates who apply for the posts in BS-11 to BS-16 may apply through ECP's Online Recruitment System (ORS) are also required to submit hard copies of all requisite documents along with application form through Courier at P.O. Box No. 26 G.P.O Lahore by visiting the website i.e., [www.ecp.gov.pk](http://www.ecp.gov.pk) or [jobs.ecp.gov.pk](http://jobs.ecp.gov.pk) by 15.06.2025.
- ii. All the interested candidates who apply for the posts in BS-02 to BS-09 may only submit hard copies of all requisite documents along with application form through Courier at P.O. Box No. 26 G.P.O Lahore by 15.06.2025.

- iii. Hard copy of duly signed application form along with web based/auto generated online application form, (from web portal), copies of all requisite educational/experience certificates, requisite diplomas, CNIC, domicile, copy of NOC (if applicable) and one recent passport size photograph duly attached with the application form should reach through P.O. Box No26 G.P.O Lahore by 15.06.2025, on the address clearly stated below, mentioning on envelope the name of the post applied for.
- iv. The applicants shall attach the auto-generated online application form as cover –note along with hard copies of documents submitted to P.O. Box No. 26 G.P.O Lahore
- v. Failure to apply online from the posts from BS-11 to BS-16 may result in non-consideration of application of the candidate.
- vi. Candidates intending to apply for more than one post shall apply separately for each post.
- vii. Incomplete / partially filled forms shall not be entertained.
- viii. 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.
- ix. According to the Government instructions, the quota reserved for Women, religion Minorities and Disable Persons will be observed.
- x. The Applicants who will apply for the post of Staff Car Driver/Dispatch Rider must attach a copy of their "valid Driving License" with the application Form.
- xi. Persons already in Government Service should apply through proper channel.
- xii. Selected candidate may be posted anywhere in Province.
- xiii. Basic IT training course/certification (03-weeks) is mandatory for the post of Junior Assistant (BS-13)/Sub Assistant (BS-11) duly recognized and affiliated from the Government.
- xiv. No TA/DA will be admissible for appearing in test / interview.
- xv. Only short-listed candidates will be called for test/interview.
- xvi. 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).
- xvii. The Competent Authority reserves the right to cancel the process of recruitment of advertised post; partially or totally without assigning any reason.
- xviii. The last date to apply (online as well as hardcopy) is 15.06.2025.
- xix. Applications received after cut-off date shall not be entertained.

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