

# 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
Sl. No.	Name of post	Educational Qualification	No. of seats	Age limit
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>	(Hqs-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 Rs.13,820-490-28,520	(i) Primary pass.	(Hqs-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

