



No. F.5 (17)/2016-17-ADMN-PEC (S)

OFFICE OF THE
PROVINCIAL ELECTION COMMISSIONER (SINDH)

Pakistan Sectt: Block No.44/A: Shah rah-e-Iraq:

Karachi, the 8th October, 2021

To

The Director General,
Press Information Department,
Government of Pakistan,
Karachi.


Subject: - **PUBLISHING OF ADVERTISEMENT.**

Dear Sir,


I am directed to send herewith a copy of advertisement with regard to recruitment to vacant posts which is required to be published in the newspapers i.e daily Jang, Karachi and daily Kawish on 10-10-2021 (Sunday).

2. It is, requested that the same may please be got published in the above mentioned daily newspapers as the last date for submission of applications has already been fixed on 10-11-2021, therefore, the delay in publishing of advertisement will not serve the purpose.

Yours faithfully,


(Syed Aamir Hussain Shah)
Deputy Director (Admn)
(Sindh)

Copy also forwarded to the Deputy Director, Public Procurement Regulatory Authority, Islamabad with the request to kindly upload the said advertisement on the website of PPRA and bill thereof be sent to this office for making necessary payment


(Syed Aamir Hussain Shah)
Deputy Director (Admn)
(Sindh)

SITUATION VACANT

Applications are invited from suitable Male / Female candidates having "Sindh Domicile" for temporary appointment against the following posts in the Headquarter-Office as well as Field Organization of a Federal Department, under the **Post Box No.7200, GPO, Saddar, Karachi:-**

Sl. No.	Name of Post	Qualification & Experience	No. of Posts	Domicile	Age Limit (Years)
1.	Senior Personal Assistant (BPS-16) Viz Rs.18910-1520-64510	(i) Second class or Grade "C" Bachelor's degree from a University recognized by HEC. (ii) A minimum speed of 100/50 w.p.m in shorthand/ typing respectively. (iii) Must be a computer literate.(Preferably diploma in IT from any reputed institution).	01 Open Merit	Sindh Province	18-28 years
2.	Senior Assistant (BPS-15) Viz Rs.16120-1330-56020	(i) Second class or Grade "C" Bachelor's degree from a University recognized by HEC. (ii) Must be a computer literate. (iii) 06 (Six) weeks Basic IT Training Course to be conducted by any reputable IT institute is mandatory <u>after selection before completion of probation period.</u>	06 Sindh(R) 04 Sindh(U) 01 Women 01 Minority	Sindh Province	18-28 years
3.	Data Entry Operator (BPS-14) Viz Rs.15180-1170-50280	(i) Bachelor degree (ii) One year Computer / IT Diploma. (iii) Minimum typing speed of 40 w.p.m; (iv) Working Knowledge of MS Office and other computer applications. (v) Ability to handle multitask effectively; (vi) Strong written and verbal communication skills; (vii) Ability to transfer data from paper format into digital format; (viii) Ability to type Urdu language/InPage; (ix) Ability to use internet, e-mail; (x) Ability to use Antivirus to protect residual data.	28 Sindh(R) 19 Sindh(U) 06 Women 03 Minority 01 Disabled	Sindh Province	18-28 years

Sl. No.	Name of Post	Qualification & Experience	No. of Posts	Domicile	Age Limit (Years)
4.	Junior Personal Assistant (BPS-14) Viz Rs.15180-1170-50280	(i) Intermediate. (ii) Minimum speed of 80/40 w.p.m. in shorthand/ typing respectively. (iii) Must be a computer literate. (Preferably diploma in IT from any reputed institution).	02 Sindh(R) 01 Sindh (U)	Sindh Province	18-25 years
5.	Junior Assistant (BPS-11) Viz Rs.12,570-880-38,970	(i) Intermediate (ii) Must be a computer literate. (iii) 03 (three) weeks Basic IT Training Course to be conducted by any reputable IT institute is mandatory <u>after selection before completion of probation period.</u>	08 Sindh(R) 06 Sindh(U) 02 Women 01 Minority	Sindh Province	18-25 years
6.	Sub-Assistant (BPS-09) Viz Rs.11770-730-33670	(i) Matric (ii) Minimum typing speed of 30 w.p.m. (iii) Must be a computer literate. (iv) 03 (three) weeks Basic IT Training Course to be conducted by any reputable IT institute is mandatory <u>after selection before completion of probation period.</u>	13 Sindh(R) 08 Sindh(U) 02 Women 01 Minority	Sindh Province	18-25 years
7.	Staff Car Driver (BPS-05) Viz Rs.10260-500-25260	(i) Primary Pass. (ii) Valid LTV License. (iii) Well versed with traffic rules & driving laws. (Experience will be preferred).	04 (On local basis)	Karachi Division	18-30 years
8.	Dispatch Rider (BPS-05) Viz Rs.10260-500-25260	(i) Primary Pass (ii) Valid Motor Cycle Driving License. (iii) Well versed with traffic rules & driving laws. (Experience will be preferred).	03 (On local basis)	Karachi, Mirpurkhas & Saheed Benazirabad (On local basis)	18-30 years

Sl. No.	Name of Post	Qualification & Experience	No. of Posts	Domicile	Age Limit (Years)
9.	Naib Quasid (BPS-02) Viz Rs. 9310-330-19210	Primary pass	22 Sindh 03 Women 01 Minority 01 Disabled (On local basis)	Sindh Province	18-25 years
10	Mali (BPS-02) Viz Rs. 9310-330-19210	Primary pass (Experience in relevant field will be preferred)	01 (On local basis)	Karachi Division	18-25 years
11	Sweeper (BPS-02) Viz Rs. 9310-330-19210	Primary pass	02 (On local basis)	Karachi Division	18-25 years

- Hard copies of applications on the prescribed Form alongwith attested photocopies of NIC, Domicile /PRC, Educational documents & Experience certificates should reach through **P.O Box No.7200 GPO Saddar Karachi till 10th November, 2021.**
- Two recent passport size photographs must be attached with the Application Form.
- General upper age relaxation limit for a period of 05 years shall be admissible over and above the maximum age as laid down in the advertisement.
- Relaxation in upper age shall also be admissible as per initial Appointment to Civil Post (Relaxation of Upper age limit) Rules, 1993.
- The number of vacancies/posts being announced is subject to any subsequent increase or decrease at any stage.
- Selected candidate (Serial No. 1 to 6) may be posted anywhere in Sindh Province.
- Local Domicile holder for the posts at Serial No. 7 to 11 will be preferred.
- Application Form must be filled in completely. Incomplete Application Form will not be accepted and will be treated as rejected.
- Only short listed candidates meeting the qualification/experience will be called for test/interview.
- Persons already in Government Service must apply through proper channel.
- All Contract/Contingent paid/Daily wages/Project employees who have rendered a minimum of one year of service, in continuity are also eligible to apply.
- No TA/DA will be paid for appearing in test / interview.
- Only fresh applications will be entertained.
- Applications received through **P.O.Box No.7200** will only be entertained.
- Applications **received after closing date** will not be entertained.

Director (Estt)