

**NO.J&KSP-1(1)/96-Pt-V**  
**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF KASHMIR AFFAIRS & GILGIT BALTISTAN**  
**OFFICE OF THE ADMINISTRATOR**  
**J&K STATE PROPERTY IN PAKISTAN**  
**10-A, KASHMIR ROAD, LAHORE.**

**ADVERTISEMENT FOR VACANT POSTS**

Applications are invited from Pakistani Citizen to fill the following vacant position in the Office of the Administrator Jammu and Kashmir State Property, Lahore.

S. No.	Name of Post & BS	Qualification & Experience	Age Limit	No. of Posts & Place of posting	Provincial Quota
1	Assistant (BS-15)	*) Graduate, *) Six weeks Basic IT Training Course Conducted by NITB (including MS Office) is mandatory after selection but before completion of probation period.	18-28 (plus five years age relaxation)	01 (Rawalpindi)	KPK
2	Upper Division Clerk (BS-11)	*) Intermediate *) Three (03) weeks Basic IT Training Course (including MS Office) is mandatory after selection but before completion of probation period	18-25 (Plus five years age relaxation )	01 (Lahore)	KPK
3	Draftsman (BS-11)	2 years Diploma Course of Draftsman *) Persons having experience will be preferred)	18-25 (Plus five years age relaxation)	01 (Lahore)	Merit
4	Lower Division Clerk (BP-09)	*) Matric *) Typing speed 30 words per minute *) Three (03) weeks Basic IT Training ( including M/S Office) conducted after selection but before completion of probation period)	18-25 (plus five years age relaxation)	01 (Lahore)	Balochistan
5	Patwari (BS-05)	*) Matric *) Patwar Course *) Persons having experience will be preferred	18-25 (plus five years age relaxation)	01 (Lahore )	Merit
6	Lift Operator	*) Matric *) Persons having experience will be preferred)	18-25 (plus five years age relaxation)	02 (Rawalpindi)	Merit

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7	Driver (BS-04)	*) Middle *)Persons having experience will be preferred)	LTV/HTV License	01 (Lahore)	Merit
8	Chowidar (BS-01)	*) Primary/ Literate *) Healthy and active persons will be preferred	18-25 (plus five years age relaxation)	02 (Rawalpindi)	Local basis
9	Sweeper (BS-01)	*) Primary /Literate *)Persons having experience will be preferred)	18-25 (plus five years age relaxation)	01 (Rawalpindi)	Local basis
10	Mali (BS-01)	*) Primary / Literate *) Healthy and active persons will be preferred	18-25 (plus five years age relaxation)	01 Rawalpindi	Local basis

Terms & Condition:-

1. Interested Candidates having required qualification/ experience mentioned against each post may apply on the prescribed application form alongwith attested copy of CNIC and two latest colored passport size photographs.
2. The applications should reach the **Office of the Administrator Jammu and Kashmir State Property, 10/A, Kashmir Road, Lahore**, within 15 days of publication of this advertisement.
3. Applications are only acceptable on the prescribed form. Incomplete applications or those which received after the due date will not be entertained. Prescribed application form is also available at Ministry of Kashmir Affairs & Gilgit-Baltistan website [www.kana.gov.pk](http://www.kana.gov.pk)
4. The relevant/ required documents (in Original), should be shown at the time of interview. (Copies of documents will not be acceptable.
5. Office of the Administrator Jammu and Kashmir State Property reserves the right to cancel/ reduce or enhance the number of posts at any time and at any stage without assigning any reason.
6. In case of applying for more than one post, separate application shall be submitted by the applicant.
7. Age relaxation will be granted as per rules of Government of Pakistan.
8. Those who are in Government service must apply **Through Proper Channel**.
9. Female disabled and minority candidates are encouraged to apply, otherwise eligible.
10. Only short listed candidates who fulfill the eligibility criteria will be called for Test/ Interview.
11. Attached the CNIC / Domicile copies with application/ Forms
12. No. TA/DA will be admissible to appear for Test/Interview.

**ADMINISTRATOR  
J&K STATE PROPERTY IN PAKISTN,  
10/A, KASHMIR ROAD, LAHORE.  
Tele : 042-99205884-5**