

SITUATION VACANT

RECRUITMENT TO POSTS IN BS-05 TO 15



BUREAU OF STATISTICS, PUNJAB, LAHORE

Applications are invited from suitable candidates domiciled in the Punjab for the following posts in Bureau of Statistics, Punjab on Contract Basis against Regular posts. The details of posts to be filled are given below:-

Sr. No.	Name of the post with BS	No. of posts & place of posting	Qualification & Experience	Age limit (Years)
1.	Data Processing Assistant (BS-15)	<u>02</u> Lahore 02	Graduate with Statistics and Economics OR Statistics and Mathematics from a recognized University.	20 to 25
2.	Stenographer (BS-14)	<u>15</u> Lahore 10 D.G.Khan 1 Faisalabad 1 Sahiwal 1 Rawalpindi 1 Sargodha 1	i. Intermediate or equivalent qualification from a recognized board: And ii. A speed of 80 w.p.m in Shorthand in English and 35 w.p.m in Typewriting Note: Preference shall be given to the candidates who also know Urdu Shorthand at a speed of 60 w.p.m and Urdu Typewriting at a speed of 25 w.p.m	18 to 25
3.	Compositor (BS-12)	<u>02</u> Lahore 2	Intermediate or equivalent qualification from a recognized Board: with at least '03' Years experience as Typist or Clerk or Statistical Computer-cum-Typist with typing experience.	18 to 30
4.	Key punch Operator (BS-12)	<u>06</u> Lahore 6	i) Matriculation or equivalent qualification from a recognized board: ii) Must qualify Typing Test, a speed of 30 w.p.m.	18 to 25
5.	Statistical Assistant (BS-11)	<u>21</u> Lahore 2 D.G.Khan 3 Faisalabad 3 Gujranwala 2 Rawalpindi 2 Sargodha 1 Layyah 1 Sahiwal 2 Sheikhupura 1 Sialkot 2 Bhakkar 1 Chakwal 1	Graduate (B.A/B.Sc) from a recognized University with Statistics and Economics as Elective Subjects.	20 to 25
6.	Statistical Computer-cum-Typist (BS-05)	<u>07</u> Kasur 1 Sheikhupura 1 Sialkot 1 Bhakkar 2 Chakwal 2	Matriculation or equivalent qualification from a recognized board.	18 to 25

General Terms & Conditions / Procedure for submission of Application Forms:

- 1- Candidates must be domiciled in the Punjab.
- 2- Recruitment will be made on contract basis initially for a period of 3 years extendable as per Government Contractual Policy, 2004.
- 3- Age relaxation of 5 years will be applicable for male candidates and 8 years for female candidates as per Govt. Policy.
- 4- The maximum / upper age limit as mentioned in above schedule shall be raised by 10 years for disabled person to be appointed against quota for disabled.
- 5- Employees of Government Departments/ Autonomous Bodies must route their applications through their respective Departments/ Organizations.
- 6- In case a candidate wishes to apply for more than one post, he/she must submit separate application form for each post.
- 7- Candidates can download Application form from National Testing Service (NTS) website (www.nts.org.pk) along-with the deposit slip of Rs. 299/-.
- 8- Application Forms complete in all respect along-with Deposit Slip of prescribe fee in favor of National Testing Services, Two recent passport size Photographs, Attested copies of Educational Certificates, C.N.I.C and Experience Certificate etc should reach directly to NTS through courier on the address mentioned on the application Form till 15th June, 2017 by 16:00 hours.
- 9- Test Fee shall be paid in any branch of HBL, Meezan, MCB or ABL on prescribed Bank Challan (Attached with application Form downloaded from NTS website).
- 10- Roll No. slip shall be separately dispatched directly to candidates by NTS at least one week before the Test.
- 11- Candidates shall have at least 50% marks in NTS Test to qualify.
- 12- The Short list candidates shall be called for final interview and list of selected candidates will be displayed on www.nts.org.pk.
- 13- No Separate Test / interview call and intimation will be made to the eligible / shortlisted candidate.
- 14- No TA/DA will be admissible to candidates.
- 15- Department has the right to accept / reject or cancel any application or recruitment process.
- 16- No. of vacancy can be increased or decreased at any time without any notice.
- 17- 3% quota is reserved for disable persons as per Government Policy.
- 18- 15% quota is reserved for female candidates as per Government Policy.
- 19- 5% quota is reserved for minorities as per Government Policy.

 <p>FOR FURTHER INFORMATION PLEASE CONTACT UAN: + 92-51-844-444-1 National Testing Service, Pakistan NTS Headquarter: 1-E, Street No. 48, Sector I-8/2, Islamabad.</p>	 <p>BUREAU OF STATISTICS GOVERNMENT OF THE PUNJAB Ph. 042-99232909 65-A Trade Center Block, Ayyub Chowk, Thokar Niaz Baig Road, M.A Johar Town, Lahore.</p>
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