



PUNJAB INFORMATION COMMISSION
GOVERNMENT OF THE PUNJAB -
STAFF URGENTLY REQUIRED



Sr. No.	POSTS AND BPS	No. of POSTS	ACADEMIC QUALIFICATIONS & EXPERIENCE	AGE
1	1. Executive Director (BS-19)	1	(i) LLM (second division) from a university recognized the Higher Education Commission; (ii) Five years' experience in the Field of Law, Or Government or Private national or international organization or autonomous or Semi-autonomous body or special institution of the Government; and Proficiency in MS Office. OR LLB (second division) from a university recognized by the Higher Education Commission Seven years' experience in the field of Law, or in Government or private national or international organization or autonomous or semi-autonomous body or special institution of the Government; and Proficiency in MS Office.	30-55
2	Deputy Director (Admin & Finance) (BPS-18)	1	(i) Masters' degree (second division) in Business Administration or Public Administration or Finance or Economics or Banking and Finance from a university recognized by the Higher Education Commission; and (ii) Five years' experience in relevant field in Government or private national or international Organization or autonomous or semi-autonomous body or special Institution of the Government; and (iii) Proficiency in MS Office.	
3	Deputy Director (Programs) (BPS-18)	1	M.Phil. or MS (second division) in Media Mass Communication Public Relations International Relations or Sociology or Social Work from a university recognized by the Higher Education Commission; and	30-45

			<p>(ii) Five years' relevant experience Government or private national or international organization or Autonomous or semi-autonomous body or special institution of the Government; and Proficiency in MS Office.</p> <p>OR</p> <p>Sixteen years' education in Media and Mass Communication or Public Relations or International Relations(second division) from a university recognized by the Higher Education Commission; and Seven years' post qualification experience in relevant field in Government or private national or international Organization or autonomous or semi-autonomous body or special institution of the Government; and Proficiency in MS Office.</p>	
4	MIS Manager (BPS-18)	1	<p>(i) M.Phil. or BS (second division) in Information Technology or M.Sc. in Computer Science or Software Engineering or Information Technology from a university recognized by the Higher Education Commission;</p> <p>And (ii) Five years' relevant experience in the field of management in Government or private national or international organization or autonomous or semi-autonomous body or special Institution of the Government.</p> <p>OR</p> <p>Sixteen years' education in Computer Science or Software Engineering or Information Technology (second division) from a university recognized by the Higher Education Commission; and Seven years' relevant experience in Government or private national or international Organization or autonomous or semi-autonomous body or special institution of the Government.</p>	30-45
5	Assistant Director (Awareness & Trainings) (BPS-17)	1	<p>(i) LLB (second division) from a university recognized by the Higher Education commission; And</p>	25-35

			(ii) Three years' post qualification relevant experience in Government or private national or international organization or autonomous or semi-autonomous body or special institution of the Government; and (iv) Proficiency in MS Office.	
	Assistant Director (Research & Publication) (BPS-17)	1	(i) Masters' degree (second division) in Public Administration or Business Administration or Journalism from a university recognized by the Higher Education Commission; and (ii) Three years' post qualification experience in the relevant field in The Government or private national or international organization or autonomous or semi-autonomous body or special institution of the Government; and (iii) Proficiency in MS Office.	25-35
7	Assistant Director (Law & Complaints) (BPS-17)	1	(i) LLM (second division) From a university recognized by the Higher Education Commission; and (ii) Three years' relevant experience in the field of Law or in Government or private national or international organization or autonomous or semi-autonomous body or special institution of the Government; and (iii) Proficiency in MS Office. OR (i) LLB (second division) from a university recognized by the Higher Education Commission; (ii) Five years' relevant experience in the field of Law or in Government or private national or international organization or autonomous or semi-autonomous body or special institution of the Government; and (iii) Proficiency in MS Office.	25-35
	Network Administrator (BPS-17)	1	(i) M.Sc. (second division) in Network Administration or Management from a university recognized by the Higher Education Commission; (ii) Three years' post qualification relevant experience in Government or private national or international	25-35

			Organization or autonomous or semi- autonomous body or special Institution of the Government; and (iii) Proficiency in MS Office.	
9	Private Secretary (BPS-17)	3	(i) Masters' degree (second division) in Commerce from a university recognized by the Higher Education Commission; (ii) Three years' post qualification relevant experience in Government or private national or international Organization or autonomous or semi-autonomous body or special Institution of the Government; and (iii) Proficiency in MS Office.	25-35
10	Superintendent (BPS-17)	1	Masters' degree (second division) in Human Resource Management or Public Administration from a university recognized by the Higher Education Commission; and (ii) Three years' post qualification relevant experience in Government of private national or international Organization or autonomous or semi-autonomous body or special Institution of the Government; and (iii) Proficiency in MS Office.	25-35
11	Web Master (BPS-17)	1	(i) MSc. in Computer Science with specialization in web Development or Web Management (second division) from a university recognized by the Higher education Commission; and (ii) Three years' post qualification relevant experience in Government or private national or international organization or autonomous or semi- autonomous body or special Institution of the Government.	25-35
12	Assistant (BPS-16)	5	(i) Bachelors' degree (second division) university recognized the Higher Commission; (ii) Two qualification experience Government national Organization autonomous body or special institution Government; and (iv) Proficiency in MS Office.	23-30
13	Accountant (BPS-14)	1	Bachelors' degree (second division)	23-30

			<p>Economics as a major subject from a university recognized by the Higher Education Commission;</p> <p>(ii) Two years' post qualification experience in relevant field in Government or private national or international organization or autonomous or semi- autonomous body or special institution of the Government; and</p> <p>(iii) Proficiency in MS Office.</p>	
14	Stenographer (BPS-14)	5	<p>(i) Masters' or Bachelors' degree (second division) in Commerce from a university recognized by the higher Education Commission;</p> <p>(ii) Seventy words per minute speed on short hand and forty words per minute speed on computer in English or Urdu; and</p> <p>(iii) Proficiency in MS office.</p>	23-30
15	Data Entry Operator (BPS-12)	3	<p>(i) Bachelors' degree (second division) in Computer Science from a university recognized by the Higher Education Commission; and</p> <p>(ii) Forty words per minute speed on computer OR</p> <p>(i) Intermediate (Second division) in Computer Science from a recognized Board;</p> <p>(ii) Three months computer training course from a recognized institute; and</p> <p>(iii) Forty words per minute typing speed on computer.</p>	20-28
16	Junior Clerk (BPS-11)	1	<p>(i) Bachelor's degree (second division) from a university recognized by the Higher Education Commission; and</p> <p>(ii) Twenty five words per minute typing speed in English on computer.</p>	20-28

TERMS & CONDITIONS

1. These appointments shall be made on the basis of examination/test to be conducted by NTS and the Punjab Information Commission or as the case may be.
2. The appointments against the above referred posts will be made through the Punjab Information Commission under The Punjab Information Commission Employees (Appointment and Conditions of Service) Regulation 2018.
3. All persons (Male, Female & Shemale) who are domiciled in Punjab and are eligible to apply will be considered for appointment on merit if they fulfil the prescribed criteria
4. **Quota**
 - (a) 2% quota for disabled persons, as prescribed vide Notification No. SOR-III-2-86/97 dated 28.02.1999.
 - (b) 5% quota for women as prescribed vide Notification No. SOR-III-1-35/93 dated 17.04.2002.
 - (c) 20% quota of posts in BS-1 to 5 for the children of serving/retired Government employees in BS-1 to 5, as prescribed vide Notification No. SOR-III-1-22/90 dated 01.09.1993.
 - (d) 5% quota for minorities
5. The period of initial contract appointment shall be 01 year which will be extendable under the regulations.
6. The interested candidates may apply on prescribed application form available at www.nts.org.pk
7. The attested copies of all Degrees, Certificates, CNIC and Domicile duly attested by a gazetted officer along with 2 fresh photographs should be attached with the application form.
8. The intimation of tests/interview will be communicated separately by NTS/Commission.
9. No TADA will be allowed.
10. The applicants have to bring original documents at the time of interview (If called).
11. The recruitment will be made under the provisions of the Punjab Information Commission Employees (Appointment and Conditions of Service) Regulation 2018.
12. The number of Posts can be Increased / decrease at any stage of the recruitment.
13. Test fee Rs.580/- for each application Form shall be paid in any branch of HBL, Meezan, MCB, or ABL on prescribed Bank Challan (Attached with Application Form downloaded from NTS website).
14. Incomplete applications or applications received after close of office hours on the last date for submission of application will not be entertained.
15. Application Form along with set of attested documents must reach NTS till 5PM on 22ND Feb 2019 at address (Plot No.96, St NO.4,sector H-8/1 Islamabad).

**Chief Information Commissioner,
64, Nursery Lane, Lawrence Road, Lahore**