



# Government of the Punjab

## Literacy & Non-Formal Basic Education Department

### Career Opportunities

Government of the Punjab, Literacy & Non-Formal Basic Education Department, invites applications from suitable individuals domiciled in the Punjab for different projects posts on Contract Basis in its Development Projects i.e. "Punjab Non-Formal Education Project (Phase-II)", "Taleem Sab Kay Liay Project (Phase-II)", "NFE Monitoring & Evaluation Unit (Phase-II)" and "NFE Human Resource Development Institute (Phase-II)". The detail of the Posts is as under:

Sr. No	Post	Eligibility Criteria	Place of Posting
01.	<b>Assistant Director (Procurements)</b> (BPS-17) Number of post=1	<b>Qualification:</b> Masters/BS(Hons.) (16 years of education) degree in Commerce or Business Administration (at least 2nd division). <b>Experience &amp; Skills:</b> Minimum 03 years post qualification experience of procurement in Public Sector / Government Projects is required. <b>Age Limit:</b> 25-35 years	Lahore
02.	<b>Assistant Director (Media Management)</b> (BPS-17) Number of post=1	<b>Qualification:</b> Masters/BS(Hons) (16 years of education) degree in Mass Communication (at least 2nd division). <b>Experience:</b> Minimum 03 years post qualification experience in the relevant field is required. Publication of research in renowned journal(s) shall be preferred. <b>Skills.</b> Multimedia Reporting / News Writing / Social Media / Video Editing / Photo and still graphics designing / Set designing / Storyboarding / content writing. Experience of writing and making documentaries, visual reports. Experience of news packaging. <b>Age Limit:</b> 25-35 years	Lahore
03.	<b>Data Analyst</b> (BPS-17) Number of post=1	<b>Qualification:</b> Masters/BS(Hons.) (16 years of education) degree in Statistics/Data Science (at least 2nd division) <b>Experience &amp; Skills:</b> Minimum 03 years post qualification experience in the relevant field is required. Publication of research in renowned journal(s) shall be preferred. <b>Age Limit:</b> 25-35 years	Lahore
04.	<b>Statistical Officer</b> (BPS-17) Number of post=1	<b>Qualification:</b> Masters/ BS (Hons.) (16 years of education) degree in Statistics (at least 2nd division). <b>Experience &amp; Skills:</b> Minimum 03 years post qualification experience in the relevant field is required. Publication of research in renowned journal(s) shall be preferred. <b>Age Limit:</b> 25-35 years	Lahore
05.	<b>Programmer (Database)</b> (BPS-17) Number of post=1	<b>Qualification:</b> Masters / BS (Hons.) (16 years of education) degree in Computer Science/ Information Technology (at least 2nd division) <b>Experience:</b> Minimum 03 years post qualification experience in the relevant field is required. <b>Skills:</b> a. Expertise in database My SQL / Maria DB /MS SQL Server, Designing, Management and Administration	Lahore

		<ul style="list-style-type: none"> <li>b. RDMSs (relational database management systems) or foundational database skills</li> <li>c. Creating databases, tuning, cloning, copying, and data refreshes</li> <li>d. Writing and optimizing SQL statements</li> <li>e. Knowledge of structured query language (SQL), e.g. SQL/PSM or Transact-SQL</li> <li>f. Determining database structural requirements by analysing business operations, applications, and programming; reviewing objectives with business and evaluating current systems</li> <li>g. Closely working with development team in solution design and implementation of existing and new modules</li> <li>h. Must have experience in creating stored procedures, jobs, triggers and replication</li> <li>i. Maintaining database performance by identifying and resolving production and application development problems; calculating optimum values for parameters; evaluating, integrating, and installing new releases; completing maintenance</li> <li>j. Generation of various reports for data analysis as per requirement</li> <li>k. troubleshooting and technical support experience</li> <li>l. Database backup, recovery, disaster recovery plan execution and other aspects of assuring database</li> </ul> <p><b>Age Limit:</b> 25-35 years</p>	
06.	<p><b>District Trainer</b> (BPS-16) Number of posts=36</p>	<p><b>Qualification:</b> Master in Education/ M.Ed./ Master degree with B.Ed. (16 years of education) (at least 2nd divisions).</p> <p><b>Experience &amp; Skills:</b> Minimum 01-year post qualification experience in the relevant field is required.</p> <p><b>Age Limit:</b> 21 – 30 Years</p>	Anywhere in Punjab
07.	<p><b>Assistant</b> (BPS-16) Number of post=1</p>	<p><b>Qualification:</b> Masters/BS (Hons) (16 years of education) degree in Mass Communication (at least 2nd division)</p> <p><b>Experience:</b> Minimum 01 years post qualification experience in the relevant field is required.</p> <p><b>Skills:</b> Multimedia Reporting / News Writing / Social Media / Video Editing / Photo and still graphics designing /Set designing/ Storyboarding / content writing. Experience of writing and making documentaries, visual reports. Experience of news packaging.</p> <p><b>Age Limit:</b> 21-30 years</p>	Lahore
08.	<p><b>Literacy Mobilizer</b> (BPS -14) Number of posts=66</p>	<p><b>Qualification:</b> Graduation (14 years of education) in Social Sciences/Management Sciences.</p> <p><b>Experience &amp; Skills:</b> Basic IT skills including knowhow of MS Office + Valid Driving License at the time of interview.</p> <p><b>Age Limit:</b> 22-30 years</p>	Anywhere in Punjab

09.	<b>Monitoring &amp; Evaluation Assistant</b> (BPS -14) Number of posts=100	<b>Qualification:</b> B.A./B.Sc. or equivalent (14 years of education) with B.Ed. (at least second divisions). <b>Experience &amp; Skills:</b> Valid Driving License at the time of interview. One-year post-qualification experience shall be preferred. <b>Age Limit:</b> 21-30 years	Anywhere in Punjab
10.	<b>Junior Computer Operator</b> (BPS-12) Total Number of posts=9 Project Name: 1) Punjab Non-Formal Education Project (Phase-II) & Taleem Sab Kay Liay Project (Phase-II) = 7 2) NFE Monitoring & Evaluation Unit (Phase-II) = 1 3) NFE Human Resource Development Institute (Phase-II)=1	<b>Qualification:</b> Intermediate + MS Office/ ICS (minimum 2nd Division) with 40 words per minute speed in English and 20 words per minute speed in Urdu on computer. <b>Skills:</b> a) MS Office b) MS Windows c) Graphic Designing d) In-page e) Corel Draw <b>Age Limit:</b> 21-30 years	Lahore
11.	<b>Junior Clerk</b> (BPS-9) Number of posts=3	<b>Qualification:</b> Intermediate (at least second division) from recognized Board. <b>Experience &amp; Skills:</b> Basic Computer literacy including basic MS-Office + 25 w.p.m. typing speed in English. <b>Age Limit:</b> 20-30 years	Lahore

### **General Terms & Conditions:-**

1. The above positions are offered purely on contract basis for one year or up-to the gestation period of the project whichever is earlier (extendable subject to satisfactory performance and in accordance with the gestation period of the project) under Contract Appointment Policy 2004, as amended from time to time and PC-Is of the concerned projects.
2. Candidates already working in Government/Semi-Government/Autonomous Bodies may apply through proper channel.
3. The age of the candidate will be calculated on closing date of submission of application.
4. All posts are offered on open merit. No quota will be applicable on these posts.
5. Candidates having domicile of Punjab shall only be eligible to apply.
6. Only the degree issued by the university/institute recognised by the HEC/Board or reputed foreign university with HEC equivalence, will be considered.
7. Literacy & NFBE Department reserves the right to increase, decrease or abolish the post(s) at any stage without any notice.
8. Literacy & NFBE Department has the right to accept/reject or cancel an application or whole recruitment process at any time without any notice/justification.
9. No TA/DA will be admissible for test/interview.

### **Procedure for submission of application forms:-**

1. Candidates must visit NTS website to apply online.
2. Those candidates who desire to apply for more than one post, must submit separate application form for each post.
3. Candidates shall require to submit dully filled in Application form (online) and send print out of the Application Form along with copy of CNIC, two recent passport size photographs, attested copies of academic certificates, experience certificates and deposit slip of prescribed fee in favour of National Testing Service (NTS), directly to NTS through courier on the address mentioned on Application Form.

4. Test fee shall be paid through 1 Link 1 Bill Participating Banks /ATM/Internet Banking/Mobile Banking/Easy Paisa/Jazz Cash/TCS Express Counters using 20 Digits Invoice number generated in fee slip. Only 1 Bill invoice will be accepted.
5. Application completed in all respect should reach NTS till **17<sup>th</sup> of January 2022**.
6. Incomplete applications or applications received after due date/closing of office hours on the last date of submission of application will not be entertained.
7. The date of test shall be communicated to the eligible/shortlisted candidates only through NTS.
8. Roll Number Slip can be downloaded directly from NTS website after the announcement of Test Date.
9. Submission of fake documents or concealment of any fact will be lead to dis-qualification of the candidate.
10. Only short listed candidates shall be called for interview.
11. Candidates shall produce all original documents at the date/time of the interview to be communicated by Literacy & NFBE Department.
12. Advertisement can also be downloaded from the websites of Literacy & Non-Formal Basic Education Department "[www.literacy.punjab.gov.pk](http://www.literacy.punjab.gov.pk)" and NTS "[www.nts.org.pk](http://www.nts.org.pk)"

 <p><b>For Further Information, Please Contact</b> UAN +92-51-844-444-1 National Testing Service Pakistan NTS Headquarter, Plot No. 96, Street No.4, H-8/I, Islamabad</p>	 <p><b>Director (Monitoring &amp; Assessment)</b> Directorate General of Literacy &amp; Non Formal Basic Education 5<sup>th</sup> Floor Alfalah Building Mall Road Lahore. Ph.042-99205428 Office Hours: Monday to Friday (09 am-5 pm)</p>
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