DIRECTORATE GENERAL
PUNJAB HOUSING & TOWN PLANNING
AGENCY, LAHORE
Off. 99213418-19, FAX 99213427
E-mail: dg_phata@hotmail.com

CAREER OPPORTUNITY

Applications are invited from suitable candidates of Punjab Province to fill the following: -

Sr #	Name of the Post including Pay scale	No of Vacant posts	Quota	Qualification	Age	Experience
1.	Stenographer (BS-15)	01	Merit	i) Intermediate or equivalent qualification from a recognized board and ii) A speed of 80 WPM in short hand in English and 35 WPM in type writing. **Note:** Preference shall be given to those candidates who know urdu shorthand at a speed of 60 WPM and urdu Typewriting at a speed of 25 WPM.	18-25	-
2.	Data Entry Operator (BS-11)	02	Merit	Intermediate at least 6 months computer certificate/Diploma in M.S office. Minimum 40 words per minute typing speed.	18-25	At least 3 years proven experience as Data Entry Operator.

TERMS & CONDITION

1. The recruitment will be made strictly as per terms and conditions of contract appointment policy 2004 issued by the Government of the Punjab and amended selection criteria in recruitment policy issued vide No.SOR-IV(S&GAD)10-1/2003 dated 01.02.2016.

2. The candidates shall submit applications alongwith C.V, copies of CNIC, two passport photographs, educational and experience certificates duly attested, complete in all respects.

3. Incomplete applications or applications received without attested documents and after last date will not be entertained.

4. Age relaxation for 05 years will be applicable to all the candidates as per Government policy. The upper age limit will be upto the last date of receipt of applications.

5. Applicants who are serving in Government, semi-Government and autonomous Organizations should submit applications through their respective Departments/Organization and NOCs at the time of interview.

6. Mere submission of incomplete applications would not confer any right of appointment.

7. Punjab Housing & Town Planning Agency reserves the right to short the candidates for test/interview.

8. Only the shortlisted candidates will be called for test / Interview.

9. The original documents will be checked at the time of interview of the short listed candidates and in case of any false or wrong information found at any stage even after appointment, candidature of the candidate will be cancelled.

10. Competent Authority may increase or decrease number of posts and cancel the recruitment process at any stage without assigning any reason.

11. The selected candidates can be posted anywhere in Punjab Province.

12. No TA/DA will be admissible to the applicants for test/interview.

How to Apply

i. Interested candidates shall apply on a written application alongwith all allied required documents.
ii. Applicants applying for more than one post shall submit separate application for each post.
iii. Candidates are advised to send their applications through Pakistan Post.
iv. Last date of submission of applications will be **10.08.2021** upto office closing hours.

Assistant Director (Admn)
Punjab Housing & Town Planning
Agency 145-146 Rewaz Garden Lahore.