Founded by Shaheed Salmaan Taseer

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DIRECTORATE
PUNJAB HOUSING & TOWN PLANNING AGENCY REGION, LAHORE

☎ 042-99210459 - 042-99214458

CAREER OPPORTUNITY

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

Sr. No	Name of Post including pay scale.	No. of Posts	Place of posting.	Quota	15% Women Quota	Qualification	Age	Experience.
1.	Stenographer (BS-15)	01	PHATA Region Lahore.	Merit.	--	i) Intermediate or equivalent qualification from a recognized Board and ii) A speed of 80 words per minutes in Shorthand in English and 35 words per minute in Typewriting. **NOTE:** Preference shall be given to those candidates who know Urdu Shorthand at a speed of 6-WPM and Urdu Typewriting at a speed of 25 WPM.	18-25	---
2.	Auto Cad Operator (BS-11)	01	PHATA Region Lahore.	Merit.	--	Intermediate with 01-year Diploma in Auto Cad. Note: Preference will be given to the certified Auto Cad and ARC GIS personal.	18-25	01-year experience in Auto Cade.
3.	Data Entry Operator (BS-11)	06	i) PHATA Region Lahore. ii) PHATA Sub-Region Lahore iii) PHATA Sub-Region Gujranwala. iv) PHATA Sub-Region Okara. v) PHATA Sub-Region Sheikhupura. vi) DHC Kasur.	Merit (05-Nos.)	01	Intermediate at least six months computer certificate / Diploma in MS Office/Excel.	18-25	At least 03-years proven experience as Data Entry Operatorwith minimum 40-WPM typing speed.

Terms & Conditions:-

1. The recruitment will be made strictly as per terms & conditions of contract appointment policy 2004 issued by the Government of the Punjab amended selection criterial in recruitment policy issued vide No.SOR-IV(S&GAD)10-1/2003 dated 01-02-2016.
2. The candidates shall submit applications along with C.V, copies of CNIC, two passport size photographs, educational and experience certificates duly attested, complete in all respect.
3. Incomplete applications or application 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 Organization should submit applications through their respective Departments / Origination and NOCs at the time of interview.
6. Mere submission of incomplete applications would not confer any rights of appointment.
7. Panjab Housing & Town Planning Agency reserves the rights to short list 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 against the above mentioned offices.
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 duly signed along with all allied required attested documents. The complete mailing address should be written, Contact No./Cell No. and E-Mail address may also be written on the application.
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 is **26-08-2021** upto office working hours.

(TARIQ MEHMOOD CH.)
DIRECTOR
PUNJAB HOUSING & TOWN PLANNING AGENCY
6-BANK SQUARE, THE MALL LAHORE

IPL-7479

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