



## VACANCY ANNOUNCEMENT

Punjab Revenue Authority established under the Punjab Revenue Authority Act, 2012- intends to fill the following posts having qualification and experience given against, on contract basis (Basic Pay Scales) initially for a period of 03 years.

Sr. No	Name of Post	Basic pay scale	Minimum Qualification for Appointment	Vacant Post	Max. Age (on closing date)	Domicile & Gender
1.	Personal Assistant	(BS-16)	BA/BSc or equivalent (minimum 2 <sup>nd</sup> Division) with speed of 100 words per minute in shorthand (English) and 35 words per minute in typing.	Open Merit 04 Women 01 Total 05	35 Years	Male Female Transgender
2.	Caretaker	(BS14)	Graduate (2 <sup>nd</sup> Div) from a recognized University.	Open Merit 03 Total 03	35 Years	Male Female Transgender
3.	Computer Operator/ Data Entry Operator	(BS-12)	a) BA/BSC or equivalent degree (minimum 2 <sup>nd</sup> Division) having skills in using computer applications.	Open Merit 05 Women 01 Total 06	35 Years	Male Female Transgender
4.	Junior Clerk	(BS-11)	Matric (2 <sup>nd</sup> Div.) with typing speed of 25 wpm.	Open Merit 22 Women 05 Disable 01 Minority 02 Total 38	35 Years	Male Female Transgender
5.	Assistant	(BS-16)	Masters (Minimum 2 <sup>nd</sup> Division) or 16 years education from a recognized university with proficiency in IT skills to be determined through a test.	Open Merit 21 Women 04 Disable 01 Minority 01 Total 27	35 Years	Male Female Transgender
6.	Receptionist	(BS-07)	Intermediate (2nd Div.)	Open Merit 02 Total 02	35 Years	Male Female Transgender

**Place of Posting: Anywhere in Punjab**

**Terms and conditions are as under:-**

2. No TADA will be allowed. Only those will be called for the test who meet the above said criteria. The interview will be conducted of those candidates who are short listed through a competitive process and cross the minimum threshold as decided by the Authority. Last date for submission of forms is 24-06-2019.

**GENERAL INSTRUCTIONS:**

1. Details of the above posts, terms and conditions, eligibility and test criteria, application forms and other information may be seen at website [www.pts.org.pk](http://www.pts.org.pk) of Testing Agency
2. General Age Relaxation will be admissible as per Government policy.
3. Persons in Government Service should apply through proper channel.
4. Incomplete applications and applications received after due date shall not be entertained.
5. Disabled, Minorities and Women quota shall be granted as per Government policy.
6. No TADA and any other expenditure shall be admissible for the test/interview.

**How to Apply:**

1. Application form shall be downloaded by visiting PTS (Pakistan Testing Services) Website i.e. [www.pts.org.pk](http://www.pts.org.pk). Please download Application Form and Deposit slip from PTS website [www.pts.org.pk](http://www.pts.org.pk).
2. Test fees of Rs.400/-shall be paid in any branch of United Bank Limited and HBL on prescribed online deposit slip (Online deposit slip is attached with application form) or demand draft of any Bank payable in Islamabad in favor M/S PTS(Pakistan Testing Services). No application will be entertained in case the requisite fee as per instruction is not deposited. PTS's copy of original slip must be attached with hard copy of the application forms.
3. No qualification certificates are required at this initial stage
4. Test fee is Non-Refundable and Non-Transferable
5. Eligibility of the candidates shall be determined on the basis of applicants' qualification, performance in written test (to be conducted by PTS i.e. PTS(Pakistan Testing Services) and interview within the criteria/policy devised by the PRA.
6. Incomplete applications or applications carrying incorrect information shall be summarily rejected. Only those candidates who fulfill the laid down criteria are eligible to apply.
7. Please send the Application Form along with Original Bank deposit slip through courier to Pakistan Testing Service Head Quarter, 3<sup>rd</sup> Floor, Adeel Plaza, Fazal-e-Haq Road, Blue Area, Islamabad

**Note 1:** Chairperson, Punjab Revenue Authority, has the right to alter the number and distribution of vacancies.

**Note 2:** For any information/complaint please contact on following numbers: PTS (Pakistan Testing Services) Helpline No.051-11111787. & Website: [www.pts.org.pk](http://www.pts.org.pk)



**Pakistan Testing Service – UAN - +92-51-111-111-787**

**IPL-4953**

**Additional Commissioner(HQs)  
PUNJAB REVENUE AUTHORITY**

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