



**EXCISE, TAXATION &
NARCOTICS CONTROL DEPARTMENT**
GOVERNMENT OF THE PUNJAB

Office of the Director General, Excise and Taxation Punjab invites applications from eligible candidates to fill the following posts under mentioned quota.

S.No	Name of the Post / Scale	Qualification	Age	Name of District/ No. of Positions	Domicile
1	Stenographer (BS-14)	<p>i) Intermediate or equivalent qualification from a recognized Board.</p> <p>ii) A speed of 70 w.p.m. in shorthand in English and 35 w.p.m. typing speed on Typewriter or on computer.</p> <p>iii) Computer literate in M.S Office.</p> <p>Note: Preference shall be given to the candidates who know Urdu Shorthand at a speed of 60 w.p.m and typewriting at a speed of 25 w.p.m</p>	18-25	<p>Lahore Region-A= 4 Lahore Region-B= 4 Lahore Region-C= 3 Gujranwala= 2 Sialkot= 1 Narowal= 1 M. B. Din= 1 Rawalpindi= 1 Jehlum= 1 Faisalabad= 3 Sargodha= 2 Khushab= 1 Mianwali= 1 Multan= 2 Khanewal= 1 Lodhran= 1 Sahiwal= 1 Okara= 1 Pakpatan= 1 D. G. Khan= 1 Rajanpur= 1 Bahawalpur= 2 Bahawalnagar= 1</p>	Division Concerned
2	Data Entry operator (BS-11)	<p>i) Intermediate/D.Com/ Intermediate (Commerce) or equivalent.</p> <p>ii) Must qualify data entry test @ 10,000 key depressions per hour or typing speed test at a minimum speed of 40 WPM.</p> <p>Preference will be given to those</p>	18-25	Directorate General = 36	Provincial

		having previous knowledge of Word Processing			
3	Junior Clerk (BS-11)	<p>i) Higher Secondary School Certificate (second division) from a recognized Board.</p> <p>ii) A speed of 25 words per minute of typing on computer in English; and</p> <p>iii) Proficient in Microsoft Office or any other compatible office application and he shall demonstrate such proficiency</p>	18-25	<p>Lahore Region-A = 10 Lahore Region-B = 30 Lahore Region-C = 12</p> <p>Gujranwala = 6 Sialkot = 7 Gujrat = 6 Hafizabad = 1 Narowal = 1 M. B. Din = 2</p> <p>Rawalpindi = 9 Jehlum = 4 Chakwal = 2 Attock = 4</p> <p>Faisalabad = 10 Toba Tek Singh = 2 Chiniot = 2</p> <p>Sargodha = 7 Khushab = 3 Mianwali = 2 Bhakkar = 1</p> <p>Sahiwal = 3 Okara = 2</p> <p>D. G. Khan = 6 Rajanpur = 3 M/Garh = 3</p> <p>Bahawalpur = 1 Bahawalnagar = 3 Rahimyarkhan = 4</p>	Division Concerned
4	Constable (BS-5)	<p>i) Matriculation at least 2nd Division from a recognized Board.</p> <p>ii) Height 5'-7"</p> <p>iii) Chest 33"-34 1/2"</p>	18-25	<p>Lahore Region-A = 15 Lahore Region-B = 55 Lahore Region-C = 15</p> <p>Gujranwala = 4 Sialkot = 3 Gujrat = 8 Hafizabad = 3 Narowal = 2 M. B. Din = 5</p> <p>Rawalpindi = 34 Jehlum = 3 Chakwal = 4 Attock = 7</p> <p>Faisalabad = 17 Jhang = 7 Toba Tek Singh = 2 Chiniot = 8</p> <p>Sargodha = 7</p>	District Concerned

				Khushab = 1 Mianwali = 1 Bhakkar = 2 Multan = 13 Khanewal = 2 Lodhran = 1 Vehari = 2 Sahiwal = 8 Okara = 4 Pakpattan = 3 D. G. Khan = 6 Rajanpur = 3 M/Garh = 4 Layyah = 2 Bahawalpur = 7 Bahawalnagar = 6 Rahimyarkhan = 9	
5	Constable (BS-5)	i) Matriculation at least 2nd Division from a recognized Board. ii) Height 5'-7" iii) Chest 33"-34 1/2"	18-25	Directorate General = 5 Additional Directorate General = 3	All Punjab

GENERAL INSTRUCTIONS

1. The above positions are offered on contract basics under the Contract appointment policy 2004 of the Government of the Punjab **except Constable (BS-5) posts.**
2. 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 of Testing Agency
3. General Age Relaxation in upper limit for male candidates = 5years, for female candidates = 8years and for disable persons = 10 years.
4. All Government employees are eligible to apply through proper channel.
5. The last date for submission of application at under noted address is -04-2017. After the expiry of target date, no application will be entertained and short listed candidates will only be called for Test.
6. The quotas shall be applicable for the above mentioned posts @ 15% for Women ,5% for Minority and 3 % for Disabled Persons.
7. In case Applicant wishes to apply for more than one post. He /She must submit separate Application form for each post .
8. No TA/DA and any other expenditure shall be admissible for test/interview.

How to Apply:

1. Candidates can download Application and the Deposit Slips from Pakistan Testing Services (PTS) Website (www.pts.org.pk).
2. Test fee of **Rs.285/-** shall be paid in any branch of **United Bank Limited or Habib Bank Limited** on prescribed bank Challan (attached with application form downloaded from www.pts.org.pk).
3. No application will be entertained in case the requisite fee as per instruction is not deposited. **PTS** copy of original slip must be attached with hard copy of the application forms.
4. Candidate shall submit duly filled application form along with Test fee challan form. Copy of CNIC, copy of domicile , all educational documents and two recent passport size photograph, directly to **PTS** through courier on the address mentioned on Application Form.
5. Test fee is Non-Refundable and Non-Transferable
6. Eligibility of the candidates shall be determined on the basis of applicants' qualification, performance in Physical and written test (to be conducted by PTS i.e. PTS(Pakistan Testing Services)and interview within the criteria/policy devised by the department.
7. Incomplete applications or applications carrying incorrect information shall be summarily rejected. Only those candidates who fulfill the laid down criteria are eligible to apply.
8. Candidates having at least 50% marks in PTS will be deemed eligible for further consideration in the recruitment process.
9. Please send the Application Form along with **Original** Bank deposit slip through courier to **Pakistan Testing Service Head Quarter, 3rd Floor, Adeel Plaza, Fazal-e-Haq Road, Blue Area, Islamabad**
10. Director General, Excise and Taxation Punjab has the right to accept / reject or cancel any application, post or recruitment process.
11. Selected candidates can be posted in any district of Punjab.

Note 2: For any information/complaint please contact on following numbers: PTS (Pakistan Testing Services) Helpline No.051-111111787. &Website : www.pts.org.pk



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