No.F.2(1)/2011-HR-II

Government of Pakistan

Finance Division

S.No.	Name of Post and BPS	No. of Posts	Qualification	Age Limit	Quota	
1.	Assistant (BS-15)	06	i. Graduate.	18-28	Merit=01	
					Punjab	Merit=02
						Women=01
					Sindh (U)	Merit=01
					GB/FATA	Merit=01
2.	Stenotypist (BS-14)	30	i. Intermediate ii. Minimum speed of 80/40 w.p.m in shorthand/typing respectively. iii. Must be computer literate.	18-25 Years	Merit=03	
					Punjab	Merit=12 Women=03 Minorities=01
					Sindh (R)	Merit=04 Minorities=01
					Sindh (U)	Merit=03
					KPK	Merit=01
						Women=01
					GB/FATA	Merit=01
3.	Data Entry Operator (BS-12)	01	i. Second Class Bachelor's Degree with Mathematics / Physics / Statistics / Economics. ii. Minimum speed of 10,000 Key Depression per hour.	18-25 Years	Merit	
4.	UDC (BS-11)	05	i. Intermediate.	18-25 Years	Merit	Merit=01
					Punjab	Merit=02 Women=01
					Sindh (R)	Merit=01
5.	LDC (BS-09)	04	i. Matric. ii. 30 w.p.m.	18-25 Years	Punjab	02
					Punjab (women)	01
					Sindh (R)	01
6.	Artist (BS-09)	01	i. Matric. ii. 02 Years certificate / diploma in drawing and printing from any Government recognized institute. 02 years experience in Art Work.	18-25 Years	Punjab	Merit=01
7.	Dispatch Rider (BS-04)	01	i. Matric. ii. Valid motorcycle driving license.	18-25 Years	KPK	Merit=01
8.	DMO (BS-04)	01	Middle	18-25 Years	Punjab	Merit=01
9.	NaibQasid (BS-01)	19	Primary	18-25 Years	Local based.	

J.	Regular Farash (BS-01)	02	Primary	18-25 Years	Local based.
11.	Chowkider (BS-01)	01	Primary	18-25 Years	Local based.
12.	Sweeper (BS-01)	02	Primary	18-25 Years	Local based.

General Information/Instructions

- Submission of original documents shall be mandatory at the time of interview.
- Applicants already in Government service should produce NOC at time of interview.
- Incomplete applications shall not be entertained.
- All the candidates applying for the above-mentioned post (s) shall be entitled to an upper age limit relaxation of five years in the maximum age limit given above as per Establishment Division' SRO 586(1)/99, dated 18-5-1999, and F.9/2/91-R.5, dated 28-11-2000. This relaxation shall be over and above any other relaxation in age limit, if admissible under the rules.
- No TA/DA will be admissible for the purpose of test/interview.
- Only shortlisted applicants will be called for test/interview.
- Information provided in the application form will be verified in case of offer of appointment. In case of any false or forged information, Ministry of Finance reserves the right to cancel candidature at any stage (even after employment, if so discovered later) and to initiate a legal action against the applicant.
- Test fee is Rs.150/- from BS-05 to BS-15 which is non-refundable and non-transferable.
- Please use separate form and separate envelope, if you wish to apply for more than one posts.
- Last date of submission of application form is 15 days from the date of publication of this advertisement.
- **For the Post BPS 1 to 4) Interested applicant may download application form from www.ots.org.pk and send through courier/ Registered post/ UMS to Section Officer HR-II Room No. 512, Finance Division, Government of Pakistan, "Q" Block, Pak Secretariat, Islamabad.**
- Applications received after the closing date will not be entertained.
- Female, minority and candidates are encouraged to apply, if otherwise eligible.
- Applicants shall apply directly on the OTS website. After applying for the post(s) the applicants are advised to regularly check OTS website **www.ots.org.pk** for important announcement (Procedure for Roll No. Slip/Written Test Schedule/Result etc) related to recruitment against the above post.
- The Finance Division reserves the right to increase/decrease the number of posts at any stage, subject to their availability.

(Abdur Razaq Bangash)
Section Officer (HR-II)

How To Apply(For the Post BPS-09 To 15)

Interested male and female applicants meeting requisite qualification and criteria may register on **www.ots.org.pk** and send the printed application form along with original deposit slip through courier / Registered Post / UMS.

Send Application Forms to:
MANAGER Operation, Project (FINCE DIVISION)
Open Testing Service, 93- A,, Media Town (Adjacent to PWD), Islamabad
Phone No. 051-2375081 Web: **www.ots.org.pk, info@ots.org.pk**