



# BUREAU OF EMIGRATION & OVERSEAS EMPLOYMENT

## SITUATIONS VACANT

Applications are invited for the recruitment of following temporary vacancies in Bureau of Emigration and Overseas Employment

S. No.	Name of Post	Number of Post	Education / Qualification Eligibility	Quota	Age Limit
1	Assistant (BS-15)	01	(I) Graduate	KPK (General) = 01	18-28 Years
2	UDC (BS-11)	03	(I) Intermediate (II) In case of selection, 3 weeks basic IT training Course (Including MS Office conducted by National Information Board (NITB) should be done within one years.	Merit = 01 Punjab (General) = 01 Sind (R) (General) = 01	18-25 Years
3	LDC (BS-09)	03	(I) Matric (II) A minimum speed of 30 W.P.M. (III) In case of selection, 3 weeks basic IT training Course (Including MS Office conducted by National Information Board (NITB) should be done within one year.	Merit = 01 Punjab (General) = 02	18-25 Years
4	Receptionist (BS-09)	01	(I) Intermediate (II) Computer Literate preferable	Punjab (General) = 01	18-25 Years

- Age will be calculated with effect from the last date of submitting applications.
- 2% Disable quota will be observed in the Recruitment.
- 5 years General age relaxation will be admissible as per existing Government Rules.
- Eligibility of candidate will be determined on the basis of his / her academic qualification as given against each post.
- A candidate can apply for more than one post by submitting separate from for each post with separate fee.
- Candidate shall present his / her original documents along with set of attested copies of all the relevant documents at the time of interview. In case, any of the information furnished by the applicant, found fake or bogus, candidature of the particular candidate will stand cancelled and legal action shall be taken against the particular candidate.
- Applicants already in Government service should produce NOC at time of interview.
- Incomplete applications as well as received after due date shall not be entertained.
- No TA/DA will be admissible for the purpose of test / interview
- The competent authority reserves the right to cancel / postpone recruitment process at any stage.
- Last date of submission of Application Form is 15 days from the date of publication of this advertisement.
- NITB course in mandatory for temporary appointment after selection before completion of probationary period for Assistant (BS-15), UDC (BS-11) and LDC (BS-09).

### HOW TO APPLY:

- Application Forms and Online Deposit Slips are available on Pakistan Testing Services (PTS) website [www.pts.org.pk](http://www.pts.org.pk)
- Applications must be received at the given address not later than fifteen (15) days of the publication of this advertisement.
- Pakistan Testing Services (PTS) will not be responsible for late receipt of application sent through post or by any other courier service.
- Incomplete applications shall not be entertained.
- Submit your test fee through prescribed deposit slip in any of the country wide online branches of designated bank.
- Applications submitted by hand will not be entertained.
- Only short-listed applicants will be called for test/ interview.
- Deposited fee is non-refundable / non-transferable.
- Mobile phone is not allowed in test center premises.
- Candidates are required to send their prescribed application Forms along with online deposit slip (in original) to: Manager Operation, Pakistan Testing Service, Head Quarter, 3rd Floor, Adeel Plaza, Fazal-e-Haq Road, Blue Area, Islamabad. [www.pts.org.pk](http://www.pts.org.pk)