



BUREAU OF EMIGRATION & OVERSEAS EMPLOYMENT

SITUATIONS VACANT

Online applications are invited for the recruitment to the following temporary vacancies in Bureau of Emigration and Overseas Employment, Islamabad.

S.No	Name of Post	Number of Post	Education/Qualification Eligibility	Quota	Age limit
1	Assistant (BS-15)	01	i) Graduate (ii) Six (06) weeks basic IT training Course (Including MS Office conducted by National Information Board (NITB) mandatory within one year of selection.	Punjab (Minority) = 01	18-28 Years
2	Stenotypist (BS-14)	01	(i) Intermediate (ii) Minimum speed of 80/40 WPM in shorthand/typing respectively. (iii) Computer literates preferable	Punjab (General) = 01	18-25 Years
3	Data Entry Operator (BS-14)	03	(i) Bachelor's degree in Physics/ Mathematics/ Statistics/ Economics from a recognized University. (ii) Minimum Speed of 10,000 key depressions per hour for data entry	Punjab (General) = 01 Sindh (U) (Merit) = 01 KPK (Women) = 01	18-25 Years
4	UDC (BS-11)	01	(i) Intermediate (ii) Three (03) weeks basic IT training Course (Including MS Office conducted by National Information Board (NITB) mandatory within one year of selection.	Punjab (General) = 01	18-25 Years
5	LDC (BS-09)	01	(i) Matric (ii) A minimum typing speed of 30 W.P.M. (iii) Three (03) weeks basic IT training Course (Including MS Office conducted by National Information Board (NITB) mandatory within one year of selection.	Punjab (General) = 01	18-25 Years
6	Naib Qasid (BS-01)	05	(i) Primary pass (ii) Upto 50% quota reserved in case of ex-servicemen	Islamabad (ICT) Local = 01 Abbottabad (Local) = 02 Sukkur (Local) = 02	18-25 Years
7	Sweeper (BS-01)	03	(i) Primary pass (ii) Upto 50% quota reserved in case of ex-servicemen	Sialkot (local) = 01 Abbottabad (Local) = 01 Sukkur (Local) = 01	18-25 Years
8	Chowkidar (BS-01)	02	(i) Primary pass (ii) Upto 50% quota reserved in case of ex-servicemen	Abbottabad (Local) = 01 Sukkur (Local) = 01	18-25 Years

TERMS & CONDITIONS

1. All appointments shall be made in accordance with the Recruitment Rules/ policy of the Federal Government.
2. 5-year General Relaxation of age or upper age limit will be admissible as per existing Government Rules.
3. Age will be calculated with effect from the closing date of submission of applications.
4. Only short-listed applicants are to be called for test/ interview.
5. Candidates shall present his / her original documents along with set of attested copies of all the relevant documents as and when required. In case, any of the information furnished by the applicant is found fake or bogus at any stage, his candidature shall stand cancelled and legal action shall be taken against him.
6. No TA/DA will be admissible for the purpose of test/ interview.
7. Applicants already in Government service shall produce Departmental NOC at time of interview.
8. The Competent Authority reserves the right to cancel the recruitment process in part or whole/ postpone or increase / decrease the number of vacancies at any stage without assigning any reason.
09. Both male and females are encouraged to apply.

How to apply:

1. A candidate must apply online by submitting application at the URL: <https://beoe.gov.pk/careers-apply> only.
2. A candidate must submit separate online application for each post.
3. Incomplete or wrongly filled applications or applications submitted by post or by hand shall not be entertained.
4. Last date of submission of Online Application is 15 working days from the date of publication of this advertisement.

Director Admin

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