



# PROVINCIAL ASSEMBLY OF SINDH



## VACANCY ANNOUNCEMENT

Applications are invited from Pakistani Nationals having domicile of Sindh Province for appointment against the following vacant posts as per requisite criteria on **(regular basis)** in the Provincial Assembly of Sindh, Karachi:-

| Sr # | Name of Posts/ BPS                             | Qualification & Experience   | No. of Post | Age in Years |
|------|--|--|-------------|--------------|
| 01   | Consultant PAC<br>(BPS-19)                     | 16 Years of Graduation with at least 2 <sup>nd</sup> division from recognized university. At least 5 years of Experience in Government / reputable private organizations will be an added advantage.   | 1           | 22-28        |
| 02   | Assistant Secretary<br>(BPS-18)                | 16 Years of Graduation with at least 2 <sup>nd</sup> division from recognized university. At least 2 years of Experience in Government / reputable private organizations will be an added advantage.   | 5           | 22-28        |
| 03   | Director Information<br>Technology<br>(BPS-18) | BCS/BS/BE (4 years) in Computer Science Or MBA (MIS) from HEC recognized university. At least 3 years of relevant experience in government / private sector.   | 1           | 22-28        |
| 04   | Reporter<br>(BPS-18)                           | 16 Years of Graduation with at least 2 <sup>nd</sup> division from recognized university. At least 2 years of Experience in Government / reputable private organizations will be an added advantage.   | 5           | 22-28        |
| 05   | Assistant Director I.T<br>(BPS-17)             | BCS/BS/BE (4 years) in Computer Science Or MBA (MIS) from HEC recognized university. Experience in Government / reputable private organizations will be an added advantage.  | 3           | 20-28        |
| 06   | Assistant Secretary<br>(BPS-17)                | Graduate with at least 2 <sup>nd</sup> division from recognized university. Experience in Government / reputable private organizations will be an added advantage.   | 5           | 20-28        |
| 07   | Assistant Director Net Work<br>(BPS-17)        | BCS/BS/BE (4 years) in Computer Science with major in Computer Networks from HEC recognized university. Certification in Systems Engineering, Network Engineering will be added advantage. CCNA candidates will be preferred. Experience in Government / reputable private organizations will be an added advantage. | 2           | 20-28        |
| 08   | Assistant Engineer (Electrical)<br>(BPS-17)    | Bachelor of Engineering (4 years) in required discipline of Engineering from recognized university. Experience in Government / reputable private   | 4           | 20-28        |

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|    |  | organizations will be an added advantage.  |    |       |
| 09 | Assistant Engineer (Electronic)<br><b>(BPS-17)</b> | Bachelor of Engineering (4 years) in required discipline of Engineering from recognized university.<br>Experience in Government / reputable private organizations will be an added advantage.  | 2  | 20-28 |
| 10 | Assistant Director (Monitoring)<br><b>(BPS-17)</b> | Graduate with at least 2 <sup>nd</sup> division from recognized university. Experience in Government / reputable private organizations will be an added advantage.   | 1  | 20-28 |
| 11 | Editor of Debates<br><b>(BPS-17)</b>               | Graduate with at least 2 <sup>nd</sup> division from recognized university. Experience in Government / reputable private organizations will be an added advantage.   | 1  | 20-28 |
| 12 | Law Officer<br><b>(BPS-17)</b>                     | Must have degree of LLB from recognized university. Experience in Government / reputable private organizations will be an added advantage.   | 1  | 20-28 |
| 13 | Public Relations Officer<br><b>(BPS-17)</b>        | Graduate with at least 2 <sup>nd</sup> division from recognized university.<br>Experience in Government / reputable private organizations will be an added advantage.  | 2  | 20-28 |
| 14 | Reporter<br><b>(BPS-17)</b>                        | Graduate with at least 2 <sup>nd</sup> division from recognized university. Experience in Government / reputable private organizations will be an added advantage.   | 2  | 20-28 |
| 15 | Assistant<br><b>(BPS-16)</b>                       | Graduate with 2 <sup>nd</sup> division from a recognize university.  | 25 | 18-28 |
| 16 | Assistant Protocol Officer<br><b>(BPS-16)</b>      | Graduation with 2 <sup>nd</sup> division from a recognize University.<br><b>Note:</b> Preference should be given to those who have the experience of the job, who have proficiency in English/Urdu/Sindhi and who can communicate in any other foreign language.   | 04 | 18-28 |
| 17 | Assistant Recording Officer<br><b>(BPS-16)</b>     | Graduate with 2 <sup>nd</sup> division from a recognize University in related Field.<br><ul style="list-style-type: none"> <li>• Meticulous attention to detail.</li> <li>• Good written and oral communication skills.</li> <li>• Analytical and problem solving skills.</li> <li>• Strong negotiation skills.</li> <li>• Familiarity with information systems and archives.</li> </ul> | 01 | 18-28 |
| 18 | Supervisor Legislation<br><b>(BPS-16)</b>          | Graduate with 2 <sup>nd</sup> division from a recognize University. Law degree Holder is preferred.  | 01 | 18-28 |
| 19 | Sub-Editor of Debates<br><b>(BPS-16)</b>           | Graduate with 2 <sup>nd</sup> division from a recognize university.  | 02 | 18-28 |
| 20 | Assistant Security Officer<br><b>(BPS-16)</b>      | Graduate with 2 <sup>nd</sup> division from a recognize university, physically fit & sound.  | 02 | 18-28 |

|    |   |   |    |       |
|----|---|---|----|-------|
| 21 | Assistant Librarian<br><b>(BPS-16)</b>        | Graduate with 2 <sup>nd</sup> division in Library Science from a recognize University in related Field.   | 03 | 18-28 |
| 22 | Photographer<br><b>(BPS-14)</b>               | Graduate from recognized board/university. With relevant certification / course / diploma in photography or videography. Candidates with relevant experience will be given preference.                        | 01 | 18-28 |
| 23 | Cameraman<br><b>(BPS-14)</b>                  | Graduate from recognized board/university. With relevant certification / course / diploma in photography or videography. Candidates with relevant experience will be given preference.                        | 02 | 18-28 |
| 24 | Junior Scale Stenographer<br><b>(BPS-14)</b>  | (i) Intermediate from a recognized board.<br>(ii) Speed of 120 words per minute in shorthand and 40 words per minute in typing, relaxable in case of Urdu and Sindhi Stenographer, if any.                    | 28 | 18-28 |
| 25 | Sub-Engineer (Electrical)<br><b>(BPS-14)</b>  | Three (03) years Diploma in the required discipline of Engineering from an Institute recognized by the Board of Technical Education, Sindh or equivalent.   | 10 | 18-28 |
| 26 | Sub-Engineer (Electronics)<br><b>(BPS-14)</b> | Three (03) years Diploma in the required discipline of Engineering from an Institute recognized by the Board of Technical Education, Sindh or equivalent.   | 02 | 18-28 |
| 27 | Photographer<br><b>(BPS-13)</b>               | Graduate in 2 <sup>nd</sup> division from a recognize University, with relevant certification / course / diploma in photography or videography. Candidates with relevant experience will be given preference. | 01 | 18-28 |
| 28 | Data Entry Operator<br><b>(BPS-12)</b>        | Intermediate from a recognized board with Diploma in Information Technology from any institute recognized by the Board of Technical Education, Sindh, having typing speed of 30 WPM in English.               | 01 | 18-28 |
| 29 | Junior Clerk<br><b>(BPS-11)</b>               | Intermediate from a recognized board. Certificate in M.S Office from a recognized institute from Board of Technical Education, Sindh, having typing speed of 30 WPM in English.                               | 52 | 18-28 |
| 30 | Lady Security Assistant<br><b>(BPS-11)</b>    | Intermediate from a recognized board, physically fit & sound.   | 01 | 18-28 |
| 31 | Senior Proof Reader<br><b>(BPS-11)</b>        | Intermediate from a recognized board.   | 01 | 18-28 |
| 32 | Junior Translator<br><b>(BPS-11)</b>          | Intermediate from a recognized board.   | 05 | 18-28 |
| 33 | Care Taker<br><b>(BPS-09)</b>                 | Intermediate from a recognized Board with 2 year experience of care-taking in any Government Office/organization or in any Government Hostel will be an advantage.  | 14 | 18-28 |
| 34 | Technician<br><b>(BPS-09)</b>                 | Intermediate from a recognized board with at least 06 months certification / course in CIT.   | 01 | 18-28 |

|                   |  |  |            |       |
|-------------------|--|--|------------|-------|
| 35                | Traffic Controller<br>(BPS-09)             | Intermediate from a recognized board.  | 04         | 18-28 |
| 36                | Record Clerk<br>(BPS-09)                   | Intermediate from a recognized board.  | 08         | 18-28 |
| 37                | Security Assistant<br>(BPS-09)             | Intermediate from a recognize Board, physically fit & sound.   | 20         | 18-28 |
| 38                | Security Supervisor<br>(BPS-09)            | Intermediate from a recognize Board, physically fit & sound.   | 10         | 18-28 |
| 39                | Proof Reader<br>(BPS-07)                   | Intermediate from a recognize Board.   | 03         | 18-28 |
| 40                | Junior Security Assistant<br>(BPS-07)      | Intermediate from a recognize Board, physically fit & sound.   | 19         | 18-28 |
| 41                | Watch & Ward Assistant<br>(BPS-07)         | Intermediate from a recognize Board, physically fit & sound.   | 02         | 18-28 |
| 42                | Air Conditioner Plant Operator<br>(BPS-06) | Diploma of Associate Engineering in Electrical Technology. Or certification in relevant filed with 2 years of relevant experience. | 10         | 18-28 |
| 43                | Audio System Keyboard Operator<br>(BPS-05) | Matriculation from a recognized board with at least 06 months certification / course of CIT.                                       | 01         | 18-28 |
| 44                | Qarie<br>(BPS-05)                          | Degree of Hafiz-e-Quran from any reputed institute or Madarsa recognized from Government. Proficient in reciting Quran             | 04         | 18-28 |
| 45                | Traffic Controller Assistant<br>(BPS-05)   | Matriculation from recognize Board, physically fit & sound.  | 10         | 18-28 |
| <b>TOTAL POST</b> |  |  | <b>283</b> |       |

### **IMPORTANT NOTES:**

- **General age relaxation of (15 years) in upper age limit is allowed as per rules/policy of Govt. of Sindh issued time to time whenever applicable.**
- Government Servants/autonomous/semi-autonomous/corporation employees must apply through proper channel otherwise their candidature should not be accepted.
- Advertise post will be governed by Sindh Provincial Assembly Secretariat Appointment, Promotion and Transfer Rules 1975 and amendment made from time to time.
- Security clearance / Medical examination will be conducted for selected candidate only.
- Number of advertisement posts may be increased or decreased at the time of final selection.
- Foreign degree holder must provide a certificate of equivalency from IBCC or high education commission as the case may be.
- Information provided by applicants during appointment process will be verified in case of offer of appointment. However, in case of any false or forged information, Sindh Assembly reserves the right to cancel candidature of a candidate at any stage (even after employment) on any ground whatsoever.
- Those who have earlier applied against any post through advertisement in Sindh Assembly should apply afresh in response to this advertisement.

- Only those candidates, who meet requisite criteria, may be provisionally allowed to appear in the test conducted by third party testing service subject to scrutiny of their eligibility.
- Special quotas will be observed as per rule/policy of Govt. of Sindh issued time to time wherever applicable.

### **HOW TO APPLY:**

- Please download the Application form and Deposit Slip from P.T.S Website: [www.pts.org.pk](http://www.pts.org.pk). Pay the prescribed test fee in any of the country wide online branches of HBL and UBL.
- Please send duly filled-up **Application Form** along with paid copy of the **PTS Deposit Slip** in original to **PTS Headquarter, 3rd Floor, Adeel Plaza, Fazl-e-Haq Road, Blue Area, Islamabad.**
- PTS shall not be held responsible for late delivery of application forms through any service.
- Application Forms improperly filled-up, incomplete, without paid copy of deposit slip, “hand written post where option for selection of post is already available” will not be entertained.
- If candidate is interested to apply for more than one post, a separate application form along with paid copy of deposit slip is to be submitted.
- Test Fee is Non-refundable and Non-Transferable.
- NO TA / DA is admissible to the candidates who shall appear for test/ interview.
- Application Received after Expiry of the Last Date, will not be entertained & shall stand ineligible.



### **For Further Information and Contact:**

**UAN: +92-051-111-111-787**

**Pakistan Testing Service**

**Adeel Plaza, 3<sup>rd</sup> Floor, Fazl-e-Haq Road, Blue Area, Islamabad.**

**ASSISTANT SECRETARY (ADMIN.)  
PROVINCIAL ASSEMBLY OF SINDH**