



JOB OPPORTUNITIES

WAPDA is currently looking for competent, dedicated, dynamic and self-motivated personnel for the following positions on Contract basis for Diامر Basha Development Company:

Sr. No	Nomenclature of Post	BPS	No. of Posts	Minimum Qualification / Experience required under relevant Service Rules	Age Limit		Provincial / Regional Quota
					Min	Max	
1.	APS / Stenographer Grade-I	16	14	B.A / B. Sc. 2 nd Class from a recognized University with a minimum speed of : - a. 80 wpm in Shorthand b. 50 wpm in Typing c. Certificate in Microsoft Office and internet (e. mail) etc. plus proficiency in computer usage. Note: Preference will be given to the qualification in the subjects of Mathematics, Statistics, Physics, Economics, Computer Science and Political Science.	18	30	District Diامر / Gilgit Baltistan.
2.	Assistant	15	05	Graduation (Humanities, Science, Commerce, Computer) (C Grade / 50% marks) Current PC Operating System, MS word and MS Power Point. OR Intermediate (Humanities, Science, Commerce, Computer) (C Grade / 50% marks) 10 years experience in Admn Clerical job.	18	30	District Diامر / Gilgit Baltistan.
3.	Stenographer Grade-II	14	17	B.A / B.Sc. 2 nd Class from a recognized University with a minimum speed of: a. 60 wpm in Shorthand b. 40 wpm in Typing c. Certificate in Microsoft Office & Internet (e. mail) etc + proficiency in computer usage. Note: Preference will be given to the qualification in the subjects of Mathematics / Statistics / Physics / Economics / Computer Science & Political Science.	18	30	District Diامر / Gilgit Baltistan.
4.	Draftsman	13	06	02 years Post Matric Diploma in Civil/Mechanical Technology from any Institute affiliated with Board of Technical Education.	18	30	District Diامر / Gilgit Baltistan.
5.	Sr. Clerk	11	17	Intermediate (Humanities, Science, Commerce, Computer) (C Grade / 50% marks. Current PC Operating System, MS Word and MS Power Point OR Matriculation (C Grade / 50% marks) 10 years' experience in Admn Clerical job. Current PC Operating System, MS Word and MS Power Point.	18	30	District Diامر / Gilgit Baltistan.

6.	Junior Clerk Cum Computer Typist	09	09	Matriculation ("C" Grade / 50% marks) Typing speed 40 wpm on typewriter or PC. Current PC Operating System and MS Word.	18	30	District Diامر / Gilgit Baltistan.
B. LA&R Section							
1.	Assistant	15	04	Graduation (Humanities, Science, Commerce, Computer) (C Grade / 50% marks) Current PC Operating System, MS word and MS Power Point. OR Intermediate (Humanities, Science, Commerce, Computer) (C Grade / 50% marks) 10 years experience in Admn Clerical job.	18	30	District Diامر / Gilgit Baltistan.
2.	Sub Engineer (Civil)	14	05	03 years posts matric diploma in relevant technology from any polytechnic institute affiliated with the Board of Technical Education.	18	30	District Diامر / Gilgit Baltistan.
3.	Sr. Clerk	11	04	Intermediate (Humanities, Science, Commerce, Computer) (C Grade / 50% marks. Current PC Operating System, MS Word and MS Power Point OR Matriculation (C Grade / 50% marks) 10 years' experience in Admn Clerical job. Current PC Operating System, MS Word and MS Power Point.	18	30	District Diامر / Gilgit Baltistan.
4.	Junior Clerk Cum Computer Typist	09	05	Matriculation ("C" Grade / 50% marks) Typing speed 40 wpm on typewriter or PC. Current PC Operating System and MS Word.	18	30	District Diامر / Gilgit Baltistan.
5.	Cook	08	06	Middle with 05 year experience in relevant field.	18	30	District Diامر / Gilgit Baltistan.
6.	Field Assistant	06	04	Matric with Science having certificate from Agricultural Training Institute / Center.	18	30	District Diامر / Gilgit Baltistan.
C. Accounts & Finance Section							
1.	APS / Stenographer Grade-I	16	06	B.A / B. Sc. 2 nd Class from a recognized University with a minimum speed of:- a. 80 wpm in Shorthand b. 50 wpm in Typing c. Certificate in Microsoft Office and internet (e. mail) etc plus proficiency in computer usage. Note: Preference will be given to the qualification in the subjects of Mathematics, Statistics, Physics, Economics, Computer Science and Political Science.	18	30	District Diامر / Gilgit Baltistan.
2.	AB & AO / Accounts Officer	16	02	M.Com. / MBA (Finance), ACCA or B.Com / BBA with 03 years post qualification experience in Audit & Accounts of Govt. Department/ Semi-Govt. Organizations / Corporations / Autonomous Bodies or Large Public Limited Companies	21	33	District Diامر / Gilgit Baltistan.

3.	Accounts Assistant	15	04	B.Com. / BBA (Finance) with at least 50% marks / "C" Grade Note: Computer literacy is mandatory.	21	33	District Diامر / Gilgit Baltistan.
4.	Stenographer Grade-II	14	02	B.A / B.Sc. 2nd Class from a recognized University with a minimum speed of: a. 60 wpm in Shorthand b. 40 wpm in Typing c. Certificate in Microsoft Office & Internet (e. mail) etc + proficiency in computer usage. Note: Preference will be given to the qualification in the subjects of Mathematics / Statistics / Physics / Economics / Computer Science & Political Science.	18	30	District Diامر / Gilgit Baltistan.
5.	Sr. Clerk	11	03	Intermediate (Humanities, Science, Commerce, Computer) (C Grade / 50% marks. Current PC Operating System, MS Word and MS Power Point OR Matriculation (C Grade / 50% marks) 10 years' experience in Admn Clerical job. Current PC Operating System, MS Word and MS Power Point.	18	30	District Diامر / Gilgit Baltistan.
6.	Junior Clerk cum Computer Typist	09	03	I.Com. / D.Com. with 2 nd Division / "C" Grade and knowledge of Current PC Operating System with typing speed of 40 words per minute on PC.	18	30	District Diامر / Gilgit Baltistan.

D. HR&Admn Directorate

1.	APS / Stenographer Grade-I	16	02	B.A / B. Sc. 2 nd Class from a recognized University with a minimum speed of:- a. 80 wpm in Shorthand b. 50 wpm in Typing c. Certificate in Microsoft Office and internet (e. mail) etc plus proficiency in computer usage. Note: Preference will be given to the qualification in the subjects of Mathematics, Statistics, Physics, Economics, Computer Science and Political Science.	18	30	District Diامر / Gilgit Baltistan.
2.	Assistant Programmer	16	01	<u>Academic Qualification</u> Bachelor Degree or equivalent (with at least 60% marks) in Computer Science, Information Technology, Computer Software Engineering. or equivalent from a HEC recognized University / Institute. <u>Technical Qualification</u> Must obtain at least 60% marks in the professional test consisted of: i. Computer aptitude ii. Job specific technical knowledge (Computer Languages) iii. English/General Knowledge	18	30	District Diامر / Gilgit Baltistan.

3.	Stenographer Grade-II	14	01	B.A / B.Sc. 2nd Class from a recognized University with a minimum speed of: a. 60 wpm in Shorthand b. 40 wpm in Typing c. Certificate in Microsoft Office & Internet (e. mail) etc + proficiency in computer usage. Note: Preference will be given to the qualification in the subjects of Mathematics / Statistics / Physics / Economics / Computer Science & Political Science.	18	30	District Diامر / Gilgit Baltistan.
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E. Public Relations Department

1.	Photographer	11	01	Matric with practical knowledge of various processes of Photography with 05 years experience.	18	30	District Diامر / Gilgit Baltistan.
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F. Medical Services

1.	Staff Nurses	16	02	a. Matric with Science. b. Registered "A" Grade Nurse with Pakistan Nursing Council.	18	30	District Diامر / Gilgit Baltistan.
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G. Hydel Section

1.	Jr. Technician (Electrical / Mechanical)	14	01	2 Years Vocational Certificate in Electrical / Mechanical Technology from Recognized Institute + 03 Years Relevant Experience	18	30	District Diامر / Gilgit Baltistan.
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Applicants must be citizen of Pakistan who are advised to read the following instructions carefully before filling the relevant prescribed application form available on the website, (www.pts.org.pk). The advertisement is also available on WAPDA's website (www.wapda.gov.pk).

INSTRUCTIONS & GENERAL CONDITIONS

- Candidates applying on prescribed application form for the posts available on www.pts.org.pk will only be considered for short listing.
- Only short listed candidates will be called for test/interview.
- No TA/DA will be admissible to candidates for test / interview.
- Educational Degrees must be from HEC recognized Universities/Concerned Boards.
- General Age Relaxation has already been included in the age mentioned against each category. No further age relaxation is allowed in the prescribed age limit except 03 years of age relaxation to the candidates belonging to Scheduled castes, Buddhist Community, Recognized Tribes of the Tribal Areas and Northern Areas.
- Serving employees should apply through proper channel. Advance copy of the application, however, may be forwarded without obtaining NOC. The candidate will not be allowed to appear in the interview, if he fails to produce NOC from concerned department.
- Original documents must be presented by the candidates at the time of interview.
- The candidates shall be called for interviews / further process subject to detailed scrutiny of documents and after checking eligibility under the rules. Merely passing of written test does not make the candidature eligible for further recruitment process.
- Candidates who have been dismissed or debarred for future employment are not eligible to apply.
- The applications submitted by the candidates will be at the risk and cost of the applicant. Any information found bogus at any stage, during induction or later in service, will result in termination of candidature or employment thereof.
- WAPDA reserves the right to withhold / cancel the recruitment process at any stage. The number of posts can be increased or decreased by the competent authority.
- Last date for submission of applications is **08.10.2020**.

HOW TO APPLY

- Candidates may register themselves, their information on website www.pts.org.pk and send their applications through online link available in project details.
- Eligibility of a candidate shall be determined on the basis of academic record, short listing will be made as per rules.
- Candidates shall pay test fee of Rs.170/-. Fee will only be accepted through Telenor Easy Paise i.e. Easy Paise Mobile Account, Easy Paise Shop or VISA / Master Card.
- Deposited amount is not refundable / non-transferable.
- Submission of hard copy of the application form is not required.

- Incomplete applications, applications carrying incorrect information or test fee not paid shall be summarily rejected.
- Roll No. Slips containing the information regarding test centers, timings and test date shall be separately dispatched directly to candidates by PTS at least one week before the test.
- Candidates can also download their Roll No. Slips from website www.pts.org.pk.
- **For any information / query regarding applications, roll no. slips, written test, result etc. candidates may contact on (051-111-111-787)**

Director General (Recruitment) WAPDA

B-26, WAPDA House, Lahore,

Email: dgrecht@wapda.gov.pk

042-99202211 Ext: 2369,2084