



# PUNJAB PUBLIC SERVICE COMMISSION, LAHORE

## ADVERTISEMENT NO.04/2021

### WOMEN DEVELOPMENT DEPARTMENT

#### Directorate of Women Development, Punjab

SR. NO.	CASE NO. & NO. OF POSTS	BASIC SCALE, NAME & NATURE OF POST	MINIMUM QUALIFICATION / EXPERIENCE	AGE	GENDER, DOMICILE & PLACE OF POSTING	SYLLABUS FOR WRITTEN EXAMINATION / TEST (IF HELD)
27	10-RK/2021 04- POSTS Open Merit = 04	(BS-17) GENDER MONITORING SPECIALIST  (on contract basis for a period of three years)	i) Master's Degree (sixteen years education) (second division) in Gender Studies, Sociology, Social Work, Public Policy or Development Economics from a University recognized by the Higher Education Commission with two years' experience in gender related projects and assignments; and Proficiency in MS Office. ii) <b>Note:</b> I. Experience in private entities shall be accepted if such entity is registered with Securities & Exchange Commission of Pakistan, Registrar of Firms or any other Regulatory Authority. ii. Practical Experience will be accepted after Prescribed Qualification.	<b>Male:</b> 21 to 30 + 5 = 35 years <b>Female:</b> 21 to 30 + 8 = 38 years  Age and sex of the transgender will be based on the contents of their CNIC	<b>GENDER:</b> Male, Female & Transgender  <b>DOMICILE:</b> Punjab  <b>PLACE OF POSTING:</b> Anywhere in Punjab	One paper MCQ type written test of 100 Marks and 90 minutes duration comprising questions relating to General Knowledge including Pakistan Studies, Current Affairs, Islamic Studies (Ethics for Non-Muslim candidates), Geography, Basic Mathematics, English, Urdu, Everyday Science and Basic Computer Studies.  <b>Note:</b> The candidates who will qualify the written test will be called for Proficiency Test in MS Office.

### SPECIAL EDUCATION DEPARTMENT

SR. NO.	CASE NO. & NO. OF POSTS	BASIC SCALE, NAME & NATURE OF POST	MINIMUM QUALIFICATION / EXPERIENCE	AGE	GENDER, DOMICILE & PLACE OF POSTING	SYLLABUS FOR WRITTEN EXAMINATION / TEST (IF HELD)
28	01-RG/2021 03 - POSTS	(BS-17) LECTURER PUNJABI  (on contract basis for the period of 05 years)	i) Master Degree in 1st Division or Grade B in the relevant subject. ii) One year Postgraduate Diploma of Teaching for the Deaf from a recognized Institute OR certificate of proficiency in Braille issued by the Directorate of Special Education, Punjab OR B.Ed. Special Education OR M.Ed. Special Education OR M.Ed. (Visually Impairment).	<b>Male:</b> 21 to 28 + 5 = 33 years <b>Female:</b> 21 to 28 + 8 = 36 years  Age and sex of the transgender will be based on the contents of their CNIC	<b>GENDER:</b> Male, Female & Transgender  <b>DOMICILE:</b> All Punjab Basis  <b>PLACE OF POSTING:</b> Any District of the province of Punjab	One paper MCQ Type Written Test of 100 Marks and 90 minutes duration. The proportion of Questions in the MCQ Test shall be approximately:- i) Qualification relating Questions: (80%) ii) Questions related to General Knowledge: (20%) General Knowledge includes Pakistan Studies, Current Affairs, Geography, Basic Mathematics, English, Urdu, Everyday Science & Basic Computer Studies.
29	02-RG/2021 02 - POSTS	(BS-17) LECTURER IN AUDIOLOGY  (on contract basis for the period of 05 years)	i) M.A. (Special Education) in 1st Division or Grade B with specialization in the field of Deaf or M. Ed (Special Education) in 1st Division or Grade B with specialization in the field of Deaf. ii) One year Diploma in Audiology from any recognized institute.	<b>Male:</b> 21 to 30 + 5 = 35 years <b>Female:</b> 21 to 30 + 8 = 38 years  Age and sex of the transgender will be based on the contents of their CNIC	<b>GENDER:</b> Male, Female & Transgender  <b>DOMICILE:</b> All Punjab Basis  <b>PLACE OF POSTING:</b> Any District of the province of Punjab	One paper MCQ Type Written Test of 100 Marks and 90 minutes duration. The proportion of Questions in the MCQ Test shall be approximately:- i) Qualification relating Questions: (80%) ii) Questions related to General Knowledge: (20%) General Knowledge includes Pakistan Studies, Current Affairs, Geography, Basic Mathematics, English, Urdu, Everyday Science & Basic Computer Studies.

### REVENUE DEPARTMENT

#### Deputy Commissioner Rawalpindi

SR. NO.	CASE NO. & NO. OF POSTS	BASIC SCALE, NAME & NATURE OF POST	MINIMUM QUALIFICATION / EXPERIENCE	AGE	GENDER, DOMICILE & PLACE OF POSTING	SYLLABUS FOR WRITTEN EXAMINATION / TEST (IF HELD)
30	11-RH/2021 18-POSTS (Including 01 post Reserved against Special Person, 01 post reserved for Minority quota and 03 posts Reserved for Women Quota)	(BS-15) STENOGRAPHER  (REGULAR BASIS)	i) Intermediate or equivalent qualification (Second Division) from a recognized Board ii) A Speed of 70 W.P.M. in shorthand in (English) and 35 W.P.M. in type writing (English). iii) Computer Literate in MS Office. <b>NOTE:</b> Preference shall be given to candidates who also know Urdu shorthand at speed of 60 W.P.M. and typing (Urdu) at a speed of 25 W.P.M.	<b>Male:</b> 18 to 25 + 5 = 30 years <b>Female:</b> 18 to 25 + 8 = 33 years  Age and sex of the transgender will be based on the contents of their CNIC	<b>GENDER:</b> Male, Female & Transgender  <b>DOMICILE:</b> Rawalpindi District Only  <b>PLACE OF POSTING:</b> District Rawalpindi	English Shorthand Test will be held at the speed of 70 words per minute. <b>NOTE:</b> The candidates who will qualify English Shorthand test will be called for:- i) English Typing Test (speed 35 w.p.m.) Urdu Shorthand Test (speed 60 w.p.m.) ii) Urdu Typing Test (speed 25 w.p.m.) and Computer knowledge test will also be held

#### Deputy Commissioner Chakwal

31	13-RH/2021 03 - POSTS  (Open Merit)	(BS-12) JUNIOR COMPUTER OPERATOR  (On contract basis for period of Five Years)	Intermediate + MS Office/ ICS (2nd Division) with 40 wpm speed on computer.	<b>Male:</b> 18 to 25 + 5 = 30 years <b>Female:</b> 18 to 25 + 8 = 33 years  Age and sex of the transgender will be based on the contents of their CNIC	<b>GENDER:</b> Male, Female & Transgender  <b>DOMICILE:</b> District Chakwal  <b>PLACE OF POSTING:</b> District Chakwal	One paper MCQ type written test of 100 marks and 90 minutes duration. The proportion of Question in the MCQ Test shall be:- a) MS Office (50%) (Word, Excel, Power Point, Internet E-mail) b) Basic I.T. (30%) c) General Knowledge (20%) Includes, Pakistan Studies, Current Affairs, Islamic Studies (Ethics for Non-Muslim candidates), Geography, Basic Mathematics, English, Urdu, Everyday Science. <b>NOTE:</b> Only those candidates will be called for Typing test/Proficiency test who will qualify the written test.
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### BOARD OF REVENUE, PUNJAB

#### Directorate of Land Records

SR. NO.	CASE NO. & NO. OF POSTS	BASIC SCALE, NAME & NATURE OF POST	MINIMUM QUALIFICATION / EXPERIENCE	AGE	GENDER, DOMICILE & PLACE OF POSTING	SYLLABUS FOR WRITTEN EXAMINATION / TEST (IF HELD)
32	05-RH/2021 03-POSTS	(BS-15) STENOGRAPHER  (REGULAR BASIS)	i) Higher Secondary School Certificate or equivalent qualification from a recognized board; ii) the speed of 70 words per minute in shorthand in English & 35 words per minute in Typing on computer and; iii) Proficient in MS Office.	<b>Male:</b> 18 to 25 + 5 = 30 years <b>Female:</b> 18 to 25 + 8 = 33 years  Age and sex of the transgender will be based on the contents of their CNIC	<b>GENDER:</b> Male, Female & Transgender <b>DOMICILE:</b> Candidates domiciled in any district of the Province of Punjab. <b>PLACE OF POSTING:</b> Directorate of Land Records, Farid Kot House Head quarter, Lahore.	English Shorthand Test will be held at the speed of 70 words per minute. <b>NOTE:</b> The candidates who will qualify English Shorthand test will be called for:- English Typing Test (speed 35 w.p.m.) and MS Office Proficiency test will also be held.
33	06-RH/2021 10-POSTS Open Merit = 05 Minority Quota = 01 Special Person Quota = 01 Women Quota = 03	(BS-11) JUNIOR CLERK  (REGULAR BASIS)	i) Higher Secondary School Certificate (Second Division) from a recognized Board; and ii) The speed of 35 words per minute in typing on computer.	<b>Male:</b> 18 to 25 + 5 = 30 years <b>Female:</b> 18 to 25 + 8 = 33 years  Age and sex of the transgender will be based on the contents of their CNIC	<b>GENDER:</b> Male, Female & Transgender <b>DOMICILE:</b> Punjab  <b>PLACE OF POSTING:</b> Directorate of Land Records, Farid Kot House Head quarter, Lahore.	One paper of MCQ type General Ability Written Test of 100 Marks of 90 minutes duration comprising questions relating to General Knowledge including Pakistan Studies, Current Affairs, Islamic studies (Ethics for Non-Muslim candidates), Geography, Basic Mathematics, English, Urdu, Everyday Science and Basic Computer Studies.
34	12-RH/2021 01-POST (Open Merit)	(BS-16) ASSISTANT  (REGULAR BASIS)	Bachelor's degree (second division) from a University recognized by Higher Education Commission.	<b>Male:</b> 18 to 25 + 5 = 30 years <b>Female:</b> 18 to 25 + 8 = 33 years  Age and sex of the transgender will be based on the contents of their CNIC	<b>GENDER:</b> Male, Female & Transgender <b>DOMICILE:</b> Punjab  <b>PLACE OF POSTING:</b> Directorate of Land Records, Farid Kot House Head quarter, Lahore.	One paper of MCQ type General Ability Written Test of 100 Marks of 90 minutes duration comprising questions relating to General Knowledge including Pakistan Studies, Current Affairs, Islamic studies (Ethics for Non-Muslim candidates), Geography, Basic Mathematics, English, Urdu, Everyday Science and Basic Computer Studies.

### LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT

SR. NO.	CASE NO. & NO. OF POSTS	BASIC SCALE, NAME & NATURE OF POST	MINIMUM QUALIFICATION / EXPERIENCE	AGE	GENDER, DOMICILE & PLACE OF POSTING	SYLLABUS FOR WRITTEN EXAMINATION																		
35	10-RH/2021 01-POST	DEPUTY DIRECTOR (ADVISORY WING) (LUMP SUM)  Contract Basis for the period of two years  a) Monthly Pay Package:150,000/- b) 10% annual increase	a) LL.M., OR Bar-at-law, or LL.B (50% marks in the aggregate), or equivalent qualification from a reputed University/Institution recognized by the Higher Education Commission. b) In case of LL.B., and Bar-at-law, 04 years; and, in case of LL.M., 02 years (i) active practice as advocate High Court; (ii) experience as judicial officer; (iii) experience as law officer in public or private sector of repute; (iv) experience of legal research; or (v) the aggregate of experiences at (i),(ii),(iii) and (iv). <b>NOTE:</b> Preference shall be given to a person who (a) has two years advisory experience in the law and Parliamentary Affairs Department or has practical experience of drafting of legal instruments and pleadings, and (b) has satisfactory knowledge of Microsoft office and other related computer applications.	<b>Male:</b> 25 to 45 + 5 = 50 years <b>Female:</b> 25 to 45 + 8 = 53 years <b>NOTE:</b> The cut-off date to determine the age shall be the 1st January 2021, however all the other conditions for eligibility will be determined on or before the closing date for receipt of application. Candidates will produce the original certificates at the time of Psychological Assessment and Interview to authenticate their claim in the application form.	<b>GENDER:</b> Male, Female & Transgender <b>DOMICILE:</b> Candidates domiciled in any district of the Province of Punjab. <b>PLACE OF POSTING:</b> Lahore  <b>NOTE:</b> A candidate shall have to obtain 40% marks in each paper and 50% i.e. 200 marks in the aggregate to qualify for interview. Thereafter, a candidate shall also secure 50% marks in the interview to be held eligible for final merit list of successful candidates. <b>NUMBER OF CHANCES:</b> Only three (03) chances are allowed to a candidate to appear in the examination of Deputy Director (Advisory Wing) (Lump Sum). (Detailed syllabus can be seen/downloaded from the PPSC's website <a href="http://www.ppsc.gov.pk">www.ppsc.gov.pk</a> )	The written examination comprising of the following papers will be conducted <table border="1"> <thead> <tr> <th>Paper</th> <th>Subjects</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Communication Skills (Subjective &amp; Objective)</td> <td>100</td> </tr> <tr> <td>2</td> <td>Drafting Skills (Subjective)</td> <td>100</td> </tr> <tr> <td>3</td> <td>Constitutional &amp; Administrative Law: (Subjective &amp; Objective)</td> <td>100</td> </tr> <tr> <td>4</td> <td>Civil I &amp; Criminal Law (Subjective &amp; Objective)</td> <td>100</td> </tr> <tr> <td colspan="2">Psychological Assessment + viva voce</td> <td>100</td> </tr> </tbody> </table>	Paper	Subjects	Marks	1	Communication Skills (Subjective & Objective)	100	2	Drafting Skills (Subjective)	100	3	Constitutional & Administrative Law: (Subjective & Objective)	100	4	Civil I & Criminal Law (Subjective & Objective)	100	Psychological Assessment + viva voce		100
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### IMPORTANT NOTE

Please read the "General Instructions" regarding Application Fee, Written Test, Interview on PPSC website [www.ppsc.gov.pk](http://www.ppsc.gov.pk) before applying online.

CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATIONS

10 March 2021

### SECRETARY

PUNJAB PUBLIC SERVICE COMMISSION

UAN No. 042-111-988-722 Website: [www.ppsc.gov.pk](http://www.ppsc.gov.pk)

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