



OFFICE OF THE PROJECT DIRECTOR, AUTOMATION OF STAMPS AND REGISTRATION
IN ALL DISTRICTS OF SINDH PROVINCE, BOARD OF REVENUE SINDH, KARACHI.

SITUATIONS VACANT

Applications are invited from candidates holding required qualification with relevant experience as indicated against the following posts in the project of "Automation of Stamps and Registration in all Districts of Sindh Province" in Board of Revenue Sindh, Karachi purely on contractual basis.

S. No.	Position	No. of Vacancies	Minimum Required Qualification	Experience
01	Data Processing Assistant	160	<ul style="list-style-type: none">• Bachelor's Degree• DIT from any institution recognized by Board of Technical Education.• Must possess good skills in typing / record keeping / office Management.	At least 01 year experience in relevant field.
02	Assistant Admin	02	<ul style="list-style-type: none">• BBA/ BPA LLB from any recognized Institution.• Certificate in MS Office/ MS Project.	At least 01 year experience in relevant field.
03	Assistant Procurement	02	<ul style="list-style-type: none">• BBA/ BPA LLB from any recognized Institution.• Certificate in MS Office/ MS Project.	At least 01 year experience in relevant field.
04	Computer Operator	02	<ul style="list-style-type: none">• Bachelor's Degree• DIT from any institution recognized by Board of Technical Education.	At least 01 year experience in relevant field.
05	Personal Assistant to P.D.	01	<ul style="list-style-type: none">• Bachelor's Degree.• Certificate in MS Office from any recognized institution.• Must possess skills in typing / record keeping / office Management.	At least 01 year experience in relevant field.
06	Telephone Operator	02	<ul style="list-style-type: none">• Bachelor's Degree• Certificate in MS Office.• Must possess good communication skills	At least 01 year experience in relevant field.
07	Computer Technician	15	<ul style="list-style-type: none">• Diploma in I.T from any institution recognized by Board of Technical Education.• Must possess skills in Computer Hardware and Network.	At least 01 year experience in relevant field.



Terms of appointments:

- i) Appointment will be purely on contract basis initially for a period of one year. Extension will be subject to availability of funds and approval by the competent authority and the service can be terminated by the organization with one month prior notice.
- ii) In event of any extension in period of contract an increment in salary package may be allowed subject to Government policy.
- iii) Candidates applying for the above listed posts should be holding Domicile and Permanent Residence Certificate of Sindh Province.

Note:

- a) Interested applicants holding required qualification and work experience may submit their applications/job resume containing their complete bio-data, academic qualification and work experience details, along with relevant certificates including CNIC, Domicile/PRC duly attested by any gazetted officer and three latest Passport size photographs.
- b) Improper/ incomplete applications will not be considered.
- c) Only short-listed candidates will be called for written test/interview.
- d) Female candidates are encouraged to apply for above posts.
- e) Interested candidates should send their applications at **Bungalow No. C-73, Block 2, Kehkshan Clifton , Karachi.**
- f) The applicants who are already in government service may apply through proper channel.
- g) Last date for submission of the applications will be 05th October, 2015.
- h) No TA/DA will be allowed for test and interview.
- i) The finalization of selection process will be subject to Government policy.

PROJECT DIRECTOR (ASR)
Automation of Stamps and Registration,
Board of Revenue, Sindh

