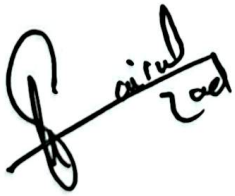
GOVERNMENT OF THE PUNJAB
EXCISE, TAXATION & NARCOTICS CONTROL DEPARTMENT
JOB OPPORTUNITIES

Applications are invited for recruitment against the following posts under the Motor Transport Management Information System (MTMIS) and Dealer Vehicle Registration System (DVRS), under the Excise, Taxation & Narcotics Control Department. The posts are to be filled on contract basis, initially for the period of 3 years (extendable), on lump sum pay packages. The prescribed eligibility criteria are given below:

Sr.	Name of Post	No of Post	Qualification and Experience	Age (Min–Max)
1	**Assistant**	1	i) Bachelor's / associate degree (2nd division) from a university recognized by the Higher Education Commission with five years' post qualification experience in the relevant field. **OR** Higher Secondary School Certificate (2nd division) with ten years' post qualification experience in the relevant field.	28 – 35
2	**Supervisor**	38	i) Fourteen years of education (second division) or equivalent qualification from a university recognized by the Higher Education Commission; and ii) Five years' post qualification experience in the relevant field.	25 – 35
3	**Embossing Facility Technician**	2	i) Bachelor's / associate degree (2nd division) from a university recognized by the Higher Education Commission or Diploma in Associate Engineering (Electronics) (three years) from a recognized Board. ii) Five years' post qualification experience in production.	28 – 30
4	**Junior Computer Operator**	60	i) Intermediate (2nd division) + MS Office or ICS (2nd division) from a recognized board with 40 words per minute typing speed in English on computer; and ii) Six years' post qualification experience as Data Entry Operator.	24 – 30
5	**Hardware Technician**	1	i) Higher Secondary School Certificate (2nd division) with DCS or DCHR from a recognized Board. ii) Four years' post qualification experience in the relevant field.	22 – 30
6	**Embossing Facility Labour**	14	i) Higher Secondary School Certificate (2nd division) from a recognized Board; with five years' post qualification experience in the relevant field. **OR** Secondary School Certificate (2nd division) from a recognized Board; with seven years' post qualification experience in the relevant field.	23 – 30
7	**Embossing Facility Helper**	9	i) Higher Secondary School Certificate (2nd division) from a recognized Board; with five years' post qualification experience in the relevant field. **OR** Secondary School Certificate (2nd division) from a recognized Board; with seven years' post qualification experience in the relevant field.	23 – 30
8	**Telephone Operator**	1	i) Secondary School Certificate (second division) from a recognized Board. ii) Six years' post qualification experience in the relevant field.	25 – 35
9	**Driver**	9	i) Middle Pass; ii) Valid light transport vehicle driving license; and iii) Five years' experience.	25 – 40
10	**Naib Qasid / Peon**	5	i) Middle pass; and ii) Must have worked for at least five years in handling responsibilities of Naib Qasid.	25 – 35

TERMS & CONDITIONS

1. Candidates shall be required to fulfill the qualifications, experience and age criteria prescribed for the respective post. The age of candidates shall be calculated on closing date of submission of the application as specified in advertisement.
2. Recruitment shall be made strictly in accordance with the prescribed eligibility criteria and applicable Government rules and regulations.
3. The appointments shall be made on contract basis under Punjab Government's Contract Appointment Policy, 2004, as amended from time to time.
4. The selected candidates shall be appointed against the approved lump sum pay packages.
5. Candidates must possess domicile of the Punjab Province and shall be eligible for appointment in accordance with the applicable Government rules.
6. Candidates already serving in any Government Organization / Autonomous Body, or other public-sector organization shall submit the application through proper channel along with the required NOC/prior permission from their competent authority.
7. Upper-age relaxation, where admissible, shall be allowed in accordance with the prevailing Government rules/instructions, as amended from time to time.
8. Candidates shall apply on the prescribed application form, which is available on official website (https://excise.punjab.gov.pk/careers). Candidate are required to submit prescribed application form along with the updated CV, attested copies of all the academic certificates and experience letters.
9. Age relaxation shall be admissible for already working employees against the respective posts, in accordance with the S&GAD policy, circulated vide letter no.SO (ERB)5-3/2014/CONTRACT(PROJECT), dated 06.06.2022.
10. Candidates, applying for the post of Junior Computer Operator, must appear in the typing test and require the typing speed of 40 words per minute in English to qualify.
11. Candidates, applying for the post of Drivers, must appear and pass the driving test.
12. Only shortlisted candidates shall be called for interviews.
13. No TA/DA will be admissible.
14. The Department reserves the right to increase/decrease the number of posts, reject any/all applications, or cancel/modify the recruitment process.
15. Non-refundable processing fee of Rs. 300/- (Rupees Three Hundreds only), in the form of Pay Order / Bank Draft in favor of Director General, Excise & Taxation Punjab shall submit along with application.
16. Complete applications in all aspects shall reach in the office of the undersigned till **30th November 2026**, before close of office hours.



Director General
Excise & Taxation Punjab
847-A, Shadman-I Lahore

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