

**RE-ADVERTISEMENT OF JOBS
ESTABLISHMENT OF E&T SERVICE CENTERS**

Consequent upon the Revised Salary Package and addition of new posts, Project Director -Establishment of E&T Service Centers ,Excise Taxation & Narcotics Control Punjab invites applications from qualified and experienced individuals domiciled in the Punjab for posts on contract basis under the Project titled "Establishment of E&T Service Centers " in continuation of earlier advertisement published in Daily Jang dated 23.03.2017. Details of the project posts can also be viewed on Excise & Taxation, Department's website <http://excise-punjab.gov.pk/>

S.No	Post	No of Post	Qualification	Experience	POSTING DIVISION	Minimum Monthly Pay Package	Maximum Age Limit(Years)
1	Deputy Project Director	1	BSc Computer Science (4 years) / BCS (4 years), BSc Electrical Engineering, BSc Electronic Engineering, BSc Telecommunication Engineering or MCS (2 years), MSc Computer Science, MBA, MBA-IT, MPA	Minimum 4-7 years' experience with at least 2-3 years' experience specific to project Management. Relevant specialization e.g. Database Management/Data Warehousing/ Network Management/ Software Development is essential. PMP certification/ training will be an added qualification. Experience would be required with proof of relevant certification of internationally accepted standards. Good analytical and presentation skills will be preferred.	LAHORE	Rs.150,000/-	40 Years
2	Facilitation Manager	9	MBA / Masters in Public Administration / Economics / Statistics / MCS / MSc Computer Science / BSCS(4 Year)/ BBA(4 Year)/04 Year Engineering degree from an HEC recognised University	Must have 03 year professional experience of facilitation Center , Public Dealing. Must have sound knowledge of Microsoft Office	FOUR IN LAHORE. ONE IN RAWALPINDI , ONE IN FAISALABAD, ONE IN MULTAN, ONE IN GUJRANWALA, ONE IN BAHAWALPUR	Rs.100,000/-	40 Years
3	Hardware Technician	6	Intermediate or above from a HEC recognized institute. • Computer Hardware Diploma	1 Year hardware/software installation experience	ONE IN LAHORE. ONE IN RAWALPINDI , ONE IN FAISALABAD, ONE IN MULTAN, ONE IN GUJRANWALA, ONE IN BAHAWALPUR	Rs.40,000/-	30 Years
4	Data Entry Operator	162	Intermediate or above from a HEC recognized institute. • Minimum 40 words/minute typing speed with training certificate from a reputed institute	Minimum 40 words/minute typing speed with training certificate from a reputed institute. • Working knowledge of computer application like MS Office, etc	SEVENTY TWO IN LAHORE. EIGHTEEN IN RAWALPINDI , EIGHTEEN IN FAISALABAD, EIGHTEEN IN MULTAN, EIGHTEEN IN GUJRANWALA, EIGHTEEN IN BAHAWALPUR	Rs.30,000/-	25 Years
5	Telephone Operators	11	Graduation from recognized university	Computer Literate and fluent speaking English and Urdu languages. Experience for working in call center will be preferred.	SIX IN LAHORE. ONE IN RAWALPINDI , ONE IN FAISALABAD, ONE IN MULTAN, ONE IN GUJRANWALA, ONE IN BAHAWALPUR	Rs.25,000	25 Years
6	Receptionist (Female)	18	Graduation from recognized university with additional subject of Mass Communication.	Computer Literate and fluent speaking English and Urdu languages.	EIGHT IN LAHORE TWO IN RAWALPINDI TWO IN FAISALABAD TWO IN MULTAN TWO IN GUJRANWALA TWO IN BAHAWALPUR	Rs.25,000	25 Years
7	Driver	1	Matriculation	Should hold valid LTV License for at least 5 years. • Well versed in the traffic rules. • Physical fitness including eye. • Must be able to drive different vehicles. • Maintenance of the car. • Troubleshooting of Vehicle. • Must be able to work under pressure and for long duty hours outstations. • Willing to move in field especially in all over Punjab. • Should have at least 5 years of Driving & Car Maintenance experience	FOR LAHORE	Rs.20,000/-	35 Years
8	Naib Qasid	18	Literate and good physique	Experienced and qualification will be preferred.	EIGHT IN LAHORE TWO IN RAWALPINDI TWO IN FAISALABAD TWO IN MULTAN TWO IN GUJRANWALA TWO IN BAHAWALPUR	Rs.15,000/-	25 Years

Instructions: Application form can be downloaded from <http://excise-punjab.gov.pk/careers> or can be obtained from office of the undersigned. Only those applications will be entertained which are filled on said form and are accompanied by attested copy of CNIC ,attested copy of Domicile,attested copy of educational documents and attested copy of experience letters. The candidates in government / semi-government should apply through proper channel. Only short-listed candidates will be called for test/interview. Only candidates domiciled in Punjab are eligible for applying the above posts. Placement of staff is mentioned against each post. All quotas prescribed for 15% women, 3% Disabled & 5% Minorities will be observed for the posts. General age relaxation in upper limit as allowed by the Government of Punjab i.e. 5-years for male, 8-years for Female and 10-years for Disabled person shall also be applicable for the posts showing maximum age limit of 25-years.

Note : The applications already received from the candidates in response to the earlier Advertisement published in Daily Jang dated 23.03.2017 will be considered for the above posts including Database Administrator & Software Developer and they are not required to submit fresh applications.

Application must reach in the office of undersign by **21 October 2017**, during office hours.Any application received after deadline will not be entertained.

**PROJECT DIRECTOR
ESTABLISHMENT OF E&T SERVICE CENTERS
Directorate, Excise, Taxation & Narcotics Control (Region-A),
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