

Government of Pakistan
DIRECTORATE GENERAL OF IMMIGRATION & PASSPORTS, ISLAMABAD
(Ministry of Interior)
ANNOUNCEMENT OF VACANCIES
(PART-I)

Applications are invited for the following posts on regular basis in the Directorate General of Immigration & Passports.
The requisite criteria is mentioned against the each posts:-

S#	Name of Posts with BPS	Min/ Max Age Limit	Place of Posting	Qualification / Experience	No. of Posts	Provincial / Regional Quota	
1	Assistant (BPS-15)	18 to 28 years	Anywhere in Pakistan	Graduate	02	Punjab (Open Merit) Punjab (Minority)	01 01
2	Stenotypist (BPS-14)	18 to 25 years	Anywhere in Pakistan	i. Intermediate. ii. Minimum speed of 80/40 w.p.m in shorthand / typing respectively. iii. Must be computer literate.	08	Punjab (Open Merit) Sindh-U (Open Merit) KPK (Open Merit) Baluchistan (Open Merit) Ex-Fata (Open merit)	02 02 02 01 01
3	Data Entry Operator (BPS-14)	18 to 25 years	Anywhere in Pakistan	i. 2nd Class or Grade "C" Bachelor's with Computer Science/ Statistics / Mathematics / Physics from a University recognized by Higher Education Commission. ii. Minimum speed of 10000 key depressions per hour for Data Entry / Verification.	77	Punjab (Open Merit) Punjab (women Quota) Punjab(Minorities/ Non-Muslim Quota) Sindh-R (Open Merit) Sindh-R (Woman quota) Sindh -U (Open Merit) Sindh-U (Woman quota) Sindh-U (Minorities/ Non-Muslim Quota) KPK (Open Merit) KPK (Women Quota) KPK (Minority) Baluchistan (Open Merit) Baluchistan (Women) Baluchistan (Minorities/ Non-Muslim Quota) GB (Open Merit) GB (Women) AJK (Open) AJK (Minority)	33 01 10 06 02 02 01 01 02 02 03 02 06 01 02 01 01 01 01
4.	Data Entry Operator EX-FATA-Male (BPS-14)	18 to 25 years	Ex-FATA Districts	i. 2nd Class or Grade "C" Bachelor's with Computer Science/ Statistics / Mathematics / Physics from a University recognized by Higher Education Commission. ii. Minimum speed of 10000 key depressions per hour for data entry / Verification.	04	Ex-FATA Districts	04
5.	Data Entry Operator EX-FATA-Female (BPS-14)	18 to 25 years	Ex-FATA Districts	i. 2nd Class or Grade "C" Bachelor's with Computer Science/ Statistics / Mathematics / Physics from a University recognized by Higher Education Commission. ii. Minimum speed of 10000 key depressions per hour for data entry / Verification.	03	Ex-FATA Districts	03
6.	Printing Staff (BPS-12)	18 to 25 years	Headquarters	i. Bachelor with one year diploma in Computer Sciences. ii. Minimum speed of 10000 key depressions per hour for Data Entry / Verification.	03	Merit Punjab (Open Merit) KPK (Open Merit)	01 01 01
7.	UDC (BPS-13)	18 to 25 years	Anywhere in Pakistan	Intermediate	10	Merit Punjab (Open Merit) Sindh-R (Open Merit) KPK (Open Merit) Balochistan (Open Merit) GB (Open Merit)	01 05 01 01 01 01
8.	LDC (BPS-11)	18 to 25 years	Anywhere in Pakistan	(i) Matric. (ii) Minimum typing speed of 30 w.p.m.	51	Merit Punjab (Open Merit) Punjab(Woman quota) Punjab(Minorities/ Non-Muslim Quota) Sindh-R (Open Merit) Sindh-U (Open Merit) Sindh-U (Women) Sindh-U (Minorities/ Non-Muslim Quota)	04 22 02 01 05 03 01 01 05

						KPK (Open Merit) Baluchistan (Open Merit) Baluchistan (Minorities/ Non-Muslim Quota) Ex-FATA (Open Merit) Ex-FATA (women) AJK (Open) AJK (Woman)	02 01 01 01 01 01
9	Call Centre Agent (BPS-11)	18 to 25 years	Headquarters	i. Intermediate. ii. Minimum speed of 10000 key depressions per hour. iii. Two years' experience in relevant field.	01	KPK (Open Merit)	01
10	Telex Operator (BPS-11)	18 to 25 years	Headquarters	i. Graduate ii. Good Knowledge of operating fax / telex machine	01	KPK (Open Merit)	01
11	Dispatch Rider (BPS-04)	18 to 30 years	Local based	(i) Primary Pass (ii) Valid Driving License holder and well versed in the traffic rules.	01	<u>Local Based</u> Islamabad	01
12	Driver (BPS-04)	18 to 30 years	Local Basis	i. Primary Pass ii. Valid Driving License holder and well versed in the traffic rules.	01	<u>Local Based</u> Karachi	01
13	Naib Qasid (BPS-01)	18 to 25 years	Local based	Must be literate and having domicile of the respective District.	01	<u>Local Based</u> Pishen	01
14	Sweeper (BPS-01)	18 to 25 years	Local based	Primary pass	02	<u>Local Based</u> Lahore Garden Town & Karachi	01 01
TOTAL					165		

How to apply:

1	i. Interested candidates may visit NTS website: www.nts.org.pk to apply online and read instruction carefully. ii. Interested candidates against Sr. No 11 to 14 must also apply online through NTS website: www.nts.org.pk . They are not required to pay any fee. iii. Application forms filled improperly, incomplete and submitted other than online will not be entertained. iv. For further information, please visit www.nts.org.pk or call at 051-8444441.
2	General age relaxation of 05 years will be applicable to all candidates as per Government Rules.
3	Further relaxation in upper age limit is also allowed to the categories of candidates as detailed below:- a) By three years for candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir and Northern Areas. b) By three years for candidates belonging to Sindh (R) and Balochistan for posts in BPS-15 and below under the Federal Government. c) By fifteen years or the number of years actually served in the Armed Forces of Pakistan, whichever is less, for Released or personnel of the Armed Forces of Pakistan. d) By ten years up to the age of 55 years for in-service Government servants who have completed 2 years continuous Government service on the closing date for receipt of applications. e) By ten years for disabled persons for appointment to posts in BPS-15 and below. f) By five years for widow, son or daughter of a deceased civil servant who died during service.
4	Persons in Government Service shall provide NOC at the time of Interview.
5	Directorate General, Immigration & Passports encourage and provides equal opportunities to female applicants.
6	Successful candidates against the Posts mentioned at Sr. No. 01, 07 & 08 have to complete mandatory NITB Course during 1 years of probation period.
7	Only shortlisted candidates will be called for test/ interview.
8	No TA/DA shall be admissible for test / interview.
9	02 % Disabled quota as per Govt. Policy will be observed.
10	Last date & time for closing of application is . Application shall not be accepted after closing date.
11	In case a person, who does not fulfill any of the provisions contained in the Recruitment Rules of that post, the department may cancel his/her candidature and withdraw nomination of the candidate, at any stage.
12	The department reserves the right to cancel the recruitment process in part or whole, increase / decrease the number of posts as per requirement against any post at any stage without assigning any reasons.

**Directorate General Immigration & Passports,
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Tel: 92-51-9107057**