

District Bhakkar and District

Mianwali of Sargodha Division)

# PUNJAB PUBLIC SERVICE COMMISSION, LAHORE

ADVERTISEMENT NO.24/2018									
APPLY ONLINE (APPLICATION OTHER THAN ON-LINE WILL NOT BE ACCEPTED)									
IN THE LAHORE HIGH COURT LAHORE									
194 195	26-RC/2018 03-POSTS	BASIC SCALE, NAME & NATURE OF POST  (BS-18)  ASSISTANT REGISTRAR  (General Cadre)  (ON REGULAR BASIS)	,			Paper-I (Subjective)			
196	27-RC/2018	(BS-17)		Age Limit:	GENDER: Male,	147, 176, First schedule and 2nd schedule of Income Tax Ordinance 2001 as amended upto date and the connected Rules contained in Income Tax Rules 2002.  xvii. Sales Tax Rules  xviii. Provincial Sale Tax Rules  Note: Specialized knowledge of Income Tax not be expected other than above said sections /rules.  Psychological Assessment and Interview/ Viva Voce: 100 Marks  Note:  i) Negative marking will be done and 0.25 Marks will be deducted for each wrong answer in the MCQ type paper of general knowledge.  ii) A candidate shall have to obtain 40% marks in each paper and 50% marks in aggregate i.e.  150 marks 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  Paper-I (Subjective)  Marks 100			
	01-POST	ACCOUNTS OFFICER  (ON REGULAR BASIS)	Administration (Finance / Accounting)/ Economics/Commerce (with minimum 2nd Division i.e. 45% marks or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0) from a University recognized by HEC.  ii. Two years post qualification experience in the relevant field.  OR  i. Master's degree in Commerce (with minimum 2nd Division i.e 45% marks of minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0) from a University recognized by HEC.  ii. ACCA (Fundamental and Professional Levels) in addition to Master's degree  iii. One year post qualification experience in the relevant field.  Note:  The selected candidates would be confirmed only after having passed APE/SAS/PIPFA (Public Sector).	REMAINING PRE-CONDITION: The cutoff date for determining the eligibility as far as age is concerned shall be the 1st January 2018. However, the candidate must fulfill and complete all other pre-conditions/qualifications for the examination on or before the Closing date as given in this Advertisement. The candidates will produce the original certificates at the time of Psychological Assessment and Interview to authenticate their claim in the application form.	Female & Shemale  DOMICILE: All Punjab Basis  PLACE OF POSTING: Lahore High Court, Multan Bench, Multan.	(English Composition) English Essay, Comprehension, Precis writing, translation English to Urdu and Vice Versa.  Paper-II (Objective) (General Knowledge) Analytical Questions, I.Q., Current Affairs and General I.T Skills.  Paper-III (Subjective) Marks 100 Commerce (Audit, Accounting & Finance) i. Accounting Principles & Procedures iii. Final Accounts iii. Accounting for non-profit Organizations iv. Principles of Auditing v. Scrutiny of Record for Audit Purpose v. Head of Accounts, Re-appropriation of Accounts and Supplementary Grant vii. Audit Manual viii. Accounts Code ix. Treasury Rules x. Punjab Financial Rules (I & II) xi. Journal, Ledger, Bank Reconciliation Statements & Cash Book xii. Annual Budget xiii. Anjustment & Depreciation xiv. Financial Planning & Cost Accounting xv. Punjab Procurement Rules, 2014 xvi. Income Tax: the sound grasp of the provisions of sections 4, 11, 12, 13, 14, 15, 16, 18, 19, 39, 39(3) and (4), 40, 72, 87, 92, 93, 98A, 98B, 98C, 101, 114(1), 114(3), and (4), 120, 122, 123, 124, 147, 176, First schedule and 2nd schedule of Income Tax Ordinance 2001 as amended upto date and the connected Rules contained in Income Tax Rules 2002. xvii. Sales Tax Rules Note: Specialized knowledge of Income Tax not be expected other than above said sections /rules.  Psychological Assessment and Interview/ Viva Voce: 100 Marks Note: i) Negative marking will be done and 0.25 Marks will be deducted for each wrong answer in the MCQ type paper of general knowledge. ii) A candidate shall have to obtain 40% marks in each paper and 50% marks in aggregate i.e. 150 marks 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.			
197	28-RC/2018 31-POSTS	(BS-17) PERSONAL ASSISTANT  (ON REGULAR BASIS) Open Merit = 22 Special Person Quota = 01 Minority Quota = 02 Special Zone Quota = 06 (Special Zone Quota comprising Bahawalpur Division, Dera Ghazi Khan Division, Multan Division and District Bhakkar and District Mianwali of Sargodha Division)	<ul> <li>i. Graduation (minimum 2nd Division) from any University/Institute recognized by HEC.</li> <li>ii. Shorthand/Typing Speed 110/50 w.p.m.</li> <li>iii. Certification in Microsoft Office and In-page.</li> <li>Experience:         <ul> <li>At least 05 years in a reputed organization.</li> </ul> </li> </ul>	Age Limit: Maximum 30 years on 1st January 2018.  REMAINING PRE-CONDITION: The cutoff date for determining the eligibility as far as age is concerned shall be the 1st January 2018. However, the candidate must fulfill and complete all other pre- conditions/qualifications for the examination on or before the Closing date as given in this Advertisement. The candidates will produce the original certificates at the time of Psychological Assessment and Interview to authenticate their claim in the application form.	GENDER: Male, Female & Shemale  DOMICILE: All Punjab Basis  PLACE OF POSTING: Principal Seat or any of the Benches of Lahore High Court, Lahore.	Paper-I (Subjective)  i. (English Composition)  English Essay, Comprehension, Precis writing, Translation English to Urdu and Vice Versa.  ii. (English Grammar)  Idioms, Phrases, Sentence correction and use of prepositions.  Paper-II (Objective)  Marks 100  (General Knowledge)  Current Affairs, History Indo-Pak, Everyday Science and I.T skills.  Paper-III (Subjective)  Marks 100  (Urdu Language)  Urdu Essay, Explanation of Urdu Verses, précis of Urdu Passage, Use of Idioms in sentences and translation of English passage into Urdu.  Paper-IV  (Dictation for Shorthand & Typing Test)  Dictation of two paragraphs one from Civil and second from Criminal cases for Shorthand & Typing Test with the required speed of (110/50 w.p.m)  Psychological Assessment and Interview/ Viva Voce: 100 Marks  Note:  i) Negative marking will be done and 0.25 Marks will be deducted for each wrong answer in the MCQ type paper of general knowledge.  ii) A candidate shall have to obtain 40% marks in each paper and 50% marks in aggregate i.e.  150 marks to qualify for paper IV which is dictation for shorthand & typing test before interview. Thereafter, a candidate shall also secure 50% marks in the Interview to be held eligible for final merit list of successful candidates.			
198	29-RC/2018 21-POSTS	(BS-17)  STENOGRAPHER (ON REGULAR BASIS) Open Merit = 15 Special Person Quota = 01 Minority Quota = 01 Special Zone Quota = 04 (Special Zone Quota comprising Bahawalpur Division, Dera Ghazi Khan Division, Multan Division and	<ul> <li>i. Graduation 2nd Division from the recognized University or equivalent qualification.</li> <li>ii. Shorthand / typing Speed 100/40 w.p.m.</li> <li>iii. Certification in Microsoft Office and In-page.</li> </ul>	Age Limit: 18 to 25 years on 1st January 2018.  REMAINING PRE-CONDITION: The cutoff date for determining the eligibility as far as age is concerned shall be the 1st January 2018. However, the candidate must fulfill and complete all other pre-conditions/qualifications for the examination on or before the Closing date as given in this Advertisement. The candidates will produce the original	GENDER: Male, Female & Shemale  DOMICILE: All Punjab Basis  PLACE OF POSTING: Principal Seat or any of the Benches of Lahore High Court, Lahore.	Paper-I (Subjective)  i. (English Composition) English Essay, Comprehension, Precis writing, Translation English to Urdu and Vice Versa.  ii. (English Grammar) Idioms, Phrases, Sentence correction and use of prepositions.  Paper-II (Objective)  Marks 100  (General Knowledge) Current Affairs, History Indo-Pak, Everyday Science and I.T skills.  Paper-III (Subjective)  Marks 100  (Urdu Language) Urdu Essay, Explanation of Urdu Verses, précis of Urdu Passage, Use of Idioms in sentences and translation of English passage into Urdu.  Paper-IV (Dictation for Shorthand & Typing Test)  Dictation of two paragraphs one from Civil and second from Criminal cases for Shorthand & Typing Test with the required speed of (100/40 w.p.m)  Psychological Assessment and Interview/ Viva Voce: 100 Marks  Note: i) Negative marking will be done and 0.25 Marks will be deducted for each wrong answer in the MCQ type paper of general knowledge.  ii) A candidate shall have to obtain 40% marks in each paper and 50% marks in aggregate i.e.			

certificates at the time of

Psychological Assessment and

Interview to authenticate their claim in the application form

ii) A candidate shall have to obtain 40% marks in each paper and 50% marks in aggregate i.e.

150 marks to qualify for paper IV which is dictation for shorthand & typing test before interview. Thereafter, a candidate shall also secure 50% marks in the Interview to be held eligible for final merit list of successful candidates.

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## PUNJAB PUBLIC SERVICE COMMISSION, LAHORE

			ADV	ERTISEME	NT NO.2	4/2018
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)
199	31-RC/2018 17-POSTS	(BS-16) ASSISTANT  (ON REGULAR BASIS)  Open Merit = 12 Special Person Quota = 01 Minority Quota = 01 Special Zone Quota = 03  (Special Zone Quota comprising Bahawalpur Division, Dera Ghazi Khan Division, Multan Division and District Bhakkar and District Mianwali of Sargodha Division)	Graduation (with minimum 2nd Division i.e. 45% marks or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0) from any University/Institute recognized by HEC  Experience:  Preference will be given to the candidates possessing practical knowledge/expertise of MS-Office, In-page & Internet usage.	Age Limit:  (A) Maximum 25 years on 1st January 2018.  (b) Upper Age limit for the High Court employees shall be 35 years.  Note: (Age relaxation only for High Court employees)  REMAINING PRE-CONDITION: The cutoff date for determining the eligibility as far as age is concerned shall be the 1st January 2018. However, the candidate must fulfill and complete all other preconditions/qualifications for the examination on or before the Closing date as given in this Advertisement. The candidates will produce the original certificates at the time of Psychological Assessment and Interview to authenticate their claim in the application form.	GENDER: Male, Female & Shemale  DOMICILE: All Punjab Basis  PLACE OF POSTING: Principal Seat or any of the Benches of Lahore High Court, Lahore.	Paper-I (Subjective)
200	30-RC/2018 03-POSTS	(BS-16)  ASSISTANT-IT (ON REGULAR BASIS) (01 post reserved for Special Zone Quota comprising Bahawalpur Division, Dera Ghazi Khan Division, Multan Division and District Bhakkar and District Mianwali of Sargodha Division)	Masters in Computer Science/I.T/ Electrical Engineering or Bachelor of Computer Science/I.T/Electrical Engineering (4 years Honors) with 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0 from any University/Institute recognized by HEC.  Experience:  At least 02 Years relevant post qualification experience	Age Limit: Maximum 30 Years on 27-08-2018.	GENDER: Male, Female & Shemale  DOMICILE: All Punjab Basis  PLACE OF POSTING: Principal Seat or any of the Benches of Lahore High Court, Lahore.	One paper MCQ Type Written Test of 100 Marks and 90 minutes duration. The proportion of Questions in the MCQ Test shall be:- a) Questions relating to (80%) i. Introduction to Programming ii. Operating System iii. Object oriented analysis & design iv. Data Structure v. Data base (Intro & Advance) vi. Software Engineering vii. Theory of automata & formal language  b) General Knowledge: (20%) includes Pakistan Studies, Current Affairs, Geography, Basic Mathematics, English, Urdu, Everyday Science.
201	32-RC/2018 02-POSTS	(BS-16) SERVER TECHNICIAN  (ON REGULAR BASIS)	i) Masters in Computer Science/I.T/ Electrical Engineering or Bachelor of Computer Science/I.T/Electrical Engineering (4 years Honors) with 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0 from any University/Institute recognized by HEC. ii) MCSE/MCITP certified will be preferred Experience: i. At least 02 Years post qualification experience of installation/configurations and troubleshooting of server and applying security patches in reputed organization ii. Hands on experience of virtualization (preferably in VMWare) of servers with SAN including DHCP, DNS, Active Directory, Mail Server, Web Server, WSUS Server, Antivirus Server and Proxy Servers in Windows/Linux environment to support large LAN with DR site.	on 27-08-2018.	GENDER: Male, Female & Shemale  DOMICILE: All Punjab Basis  PLACE OF POSTING: Principal Seat or any of the Benches of Lahore High Court, Lahore.	One paper MCQ Type Written Test of 100 Marks and 90 minutes duration. The proportion of Questions in the MCQ Test shall be:-  a) Questions relating to: (80%) i. Introduction to ICT ii. Information Systems iii. Operating System iv. Computer Organization & Assembly Language v. Technical Communication skill vi. Computer Networks  b) General Knowledge: (20%) includes Pakistan Studies, Current Affairs, Geography, Basic Mathematics, English, Urdu, Everyday Science.
202	33-RC/2018 01-POST	(BS-17) SUPERVISOR-IT (HARDWARE)  (ON REGULAR BASIS)	Masters in Computer Science/I.T Electrical Engineering or Bachelor of Computer Science/I.T/Electrical Engineering (4 years Honors) with 1st Division or minimum 2.5 CGPA out of 4.0 or 3.5 CGPA out of 5.0 from any University/Institute recognized by HEC.  Experience: At least 03 years' post qualification experience as team leader in Hardware Field.	on 27-08-2018.	GENDER: Male, Female & Shemale  DOMICILE: All Punjab Basis  PLACE OF POSTING: Principal Seat or any of the Benches of Lahore High Court, Lahore.	One paper MCQ Type Written Test of 100 Marks and 90 minutes duration. The proportion of Questions in the MCQ Test shall be:- a) Questions relating to:- (80%) i. Basic Electronics ii. Introduction to ICT iii. Digital Logic and Design iv. Computer Organization & Assembly Language v. Microprocessor Theory and Interfacing vi. Technical Communication skills. b) General Knowledge: (20%) includes Pakistan Studies, Current Affairs, Geography, Basic Mathematics, English, Urdu, Everyday Science.

### **GENERAL INSTRUCTIONS (WRITTEN TEST/INTERVIEW)**

- To appear in test/interview only Original Valid CNIC issued by NADRA will be accepted. No other Identification document will be acceptable.
- Applicants are advised to read all terms and conditions/ instructions of the Advertisement as well as "Important Instructions to Candidates" given on PPSC website carefully in order to submit their Online Applications complete in all respects. The onus/ responsibility of correctness of the data given in the On-line Application Form will rest squarely on the candidates.
- Applicants are required to submit "On-line Application Form" by the Closing Date which is 27-08-2018 up to 12:00 PM (Midnight). Applicants should fill in the On-line Application Form carefully in the light of the Guidelines and Instructions mentioned in the Advertisement for the said post and "Important Instructions to Candidates".
- Editing options, to correct any data in the On-line Application Form, will be available to the candidates till the Closing Date of
- submission of Online Applications. Negative marking shall be done and 0.25 mark shall be deducted for each incorrect answer in all Objective (MCQ) papers.
- 6. For all posts to be filled through written test followed by interview or interview alone, the number of chances shall be restricted to three. However, if a candidate qualifies the interview but cannot be recommended for appointment due to shortage of vacancies, his chance shall not be considered as availed whereas chance of a candidate who does not qualify the written test or interview shall be considered as availed. For the post of Lecturer in Education Department, a candidate who is applicant for more than one subject, shall be allowed three chances in each subject for which he/she is a candidate in accordance with above laid down policy.
- In case, a candidate claims experience of private firm / entity, he / she must bring proof at the time of interview that the firm / entity is registered with SECP, Registrar of Firms or any other Regulatory Authority, failing which his / her application shall be rejected.
- Candidates already in service must provide Departmental Permission Certificate at the time of interview.
- It is mandatory for Applicants to deposit Rs:1000/- from Sr. No.194 to Sr. No.199 and Rs.600/- from Sr. No.200 to Sr. No.202 under Head: "C02101- ORGANIZATIONS OF STATE-TEST FEE REALIZED BY THE PUNJAB PUBLIC SERVICE COMMISSION", in any Branch of State Bank of Pakistan or National Bank of Pakistan or Government Treasury on or before the Closing Date of submission of applications.

No Bank Draft or Pay Order or Cheque or any such instrument will be accepted as fee by the Commission.

Applicants residing outside Pakistan, but having Domicile of the Punjab will deposit the fee at the Pakistani Embassy of residing country in the currency of that country equivalent to the amount of Application/ Test Fee prescribed for the post. Special Persons are not required to deposit application fee.

10. **PPSC's Helplines:** Lahore: 042-99202762, 99200161, 99200162, Rawalpindi: 051-9280325, Faisalabad: 041-9330713, Multan: 061-9330354, Sargodha: 048-3252802, **Bahawalpur:** 062-2881182, **D.G. Khan:** 064-9260410

### **DISCLAIMER**

If any Instruction available on the Website or Advertisement is found contradictory to the relevant Law, Rules and Regulations and Policy Decisions, the relevant Law, Rules and Regulations and Policy Decisions will prevail over the Instructions.

### **CAUTION**

Please refuse to engage with any person who may offer to help you get selected. Have faith in your own ability and trust in ALLAH (SWŤ). In case any dubious person contacts you for providing undue favour in written examination or interview, please immediately contact the following Hon'able Members of the Commission at once:-

- Dr. Arif Mushtag Chaudhary, Member PPSC, (E-mail: member22@ppsc.gop.pk, Tel: 042-99202735)
- Mr. Nasir Khan Durrani, Member PPSC, (E-mail: member11@ppsc.gop.pk, Tel: 042-99202753)

Your name will be kept secret and no prejudice will be caused to you.

انتياه

امیدوران کوئتی سے ہدایت کی جاتی ہے کہ کسی ایسے محص سے رابطہ نہ کریں جو کہ آپ کو پیٹکش کرے کہ میں آپ کو پنجاب پبلک سروس کمیشن کے ذریعے ملاز مت دلواسكتا موں \_ آپ اپنی قابلیٹ اوراللہ سجان وتعالی پر بھروسہ رکھیں ۔ اگر کُو کی مشکوک شخص آپ سے اس سلسلے میں را اُبطہ کر کے ، تو فوری طور پر ممیش ، ے درج ذیل ممبران سے رابط کریں، کیونکہ میشن کاسلیشن کا طریقہ کارانہائی شفاف ہے اورکوئی بھی صفحف کسی امیدوارک سی قتم کی کوئی بھی مدنہیں کرسکتا۔

1. واکٹر عارف مشاق چو ہدری مجبر (یی بی ایس می ) فون نمبر: 042-99202735 ای بیان ایس کی ایس میبر (یی بی ایس میبر

2. ناصرخان درانی بمبر (پی بی ایس سی) فون نمبر: 042-99202753 ای میل: member11@ppsc.gop.pk

آپ کا نام صیغہ راز میں رکھا جائے گا-

" IMPORTANT INSTRUCTIONS TO CANDIDATES " visit PPSC website: www.ppsc.gop.pk

CLOSING DATE FOR 27th August **APPLICATIONS** 2018

**MIRZA NASEER INAYAT SECRETARY** 

UAN NO. 042-111-988-722

E-mail: ppsc@punjab.gov.pk website: www.ppsc.gop.pk