



PUNJAB PUBLIC SERVICE COMMISSION
LDA Plaza, Edgerton Road near Aiwan-e-Iqbal, Lahore.

ELIGIBILITY CRITERIA/SCRUTINY CRITERIA

SUBJECT: RECRUITMENT TO NINE (09) POSTS OF STENOGRAPHER (BS-15) ON CONTRACT BASIS FOR THE PERIOD OF 3 YEARS IN THE OFFICE OF THE COMMISSIONER, SARGODHA DIVISION (BOARD OF REVENUE, PUNJAB) (34J2023).

QUALIFICATION:

- i. Intermediate or equivalent qualification (2nd division) from a recognized Board;
- ii. A speed of 70 words per minute in short hand in English and 35 words per minute in type writing (English);
- iii. Computer Literate in M.S. Office.

Note: Preference shall be given to a candidate who also knows Urdu Shorthand at a speed of 60 w.p.m. and typing (Urdu) at a speed of 25 w.p.m.

AGE LIMIT: Male Candidates: 18 to 25+05 = 30 years
Female Candidates: 18 to 25 + 08 = 33 years

ADVERTISEMENT DATE 28-12-2023

CLOSING DATE 12-01-2024

The following original documents are required for eligibility of the said post:-

1. Original Valid CNIC **(it must not be expired on last day of applying online for the post of Stenographer (BS-15))**
2. Original Certificate of Matriculation/O Level showing date of birth, obtained/total marks.
3. Original Certificate of Intermediate/A Level showing obtained/total marks.
 - a. Candidates who do not possess the above said qualification will not be eligible even they had qualified Written Test.
 - b. In case of equivalent qualifications, it will be responsibility of the candidates to obtain equivalence of their degrees to the required qualification well before the conduct of Written Test/Interview from HEC or QEDC of concerned Department.

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From Pre-page

4. **Sargodha, Bhakkar, Khushab and Minawali Domicile Certificate only** issued on or before the closing date or proof of application for issuance of Domicile before closing date.
5. Departmental Permission Certificate issued from Appointing Authority in case of Government employees.
6. Disability certificate duly issued / verified by Social Welfare Department (if applicable).

ATTENTION:-

CANDIDATES ARE DIRECTED TO VISIT FAQS ON PPSC WEBSITE IF YOU HAVE ANY QUERY REGARDING ALTERNATE SOLUTION IF THEY HAVE LOST ANY OF THEIR DOCUMENTS LIKE ORIGINAL DOMICILE AND OTHER QUERIES ETC.

WARNING:-

ALL THE CANDIDATES ARE STRICTLY WARNED THAT IN CASE OF CONCEALMENT OF ANY INFORMATION, THEY WILL NOT BE ALLOWED TO APPEAR IN THE INTERVIEW.

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