

**Government of Pakistan**  
**DIRECTORATE GENERAL OF IMMIGRATION & PASSPORTS, ISLAMABAD**

**ANNOUNCEMENT OF VACANCIES**

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	4	Merit Punjab (Open Merit) Sindh-U (Open Merit) Ex-FATA (Open Merit)	01 01 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.	16	Merit Punjab (Open Merit) Punjab (Women quota) Sindh-R (Open Merit) Sindh-U (Open Merit) KPK (Open Merit) KPK (Women quota) Baluchistan (woman quota) Ex-FATA (Open Merit)	01 07 01 02 01 01 01 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.	57	Punjab (Open Merit) 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) Baluchistan (Open Merit) Baluchistan (Minorities/ Non-Muslim Quota) GB (Open Merit) Ex-FATA (Open Merit) Ex-FATA (Woman quota)	16 09 11 02 06 01 01 05 01 01 03 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.	4	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.	3	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.	3	Merit Punjab (Open Merit) KPK (Open Merit)	01 01 01
7.	UDC (BPS-11)	18 to 25 years	Anywhere in Pakistan	Intermediate	37	Merit Punjab (Open Merit) Punjab (Woman quota) Punjab (Minorities/ Non-Muslim Quota) Sindh-R (Open Merit) Sindh-R (Minorities/ Non-	03 15 01 01 04 01

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						Muslim Quota	
						Sindh-U (Open Merit)	03
						Sindh-U (Minorities/ Non-Muslim Quota)	01
						KPK (Open Merit)	04
						Balochistan (Open Merit)	02
						GB (Open Merit)	01
						Ex-FATA (Open Merit)	01
8	Call Centre Agent (BPS-11)	18 to 25 years	Anywhere in Pakistan	i. Intermediate. ii. Minimum speed of 10000 key depression per hour. iii. Two years experience in relevant field.	1	KPK (Open Merit)	01
9	Generator Operator (BPS-10)	18 to 25 years	Anywhere in Pakistan	(i) Matriculate with Diploma in Associate Engineer (Electronic/Mechanical/Electrical) from an Institute recognized by Technical Board. ii. One year experience in relevant field.	1	Punjab (Open Merit)	01
10	AC Technician (BPS-10)	18 to 25 years	Anywhere in Pakistan	(i) Matriculate with Diploma in Associate Engineer (Electronic/Electrical/HVAC) from an Institute recognized by Technical Board. (ii) One year experience in relevant field.	1	Punjab (Open Merit)	01
11	Electrician (BPS-10)	18 to 25 years	Anywhere in Pakistan	(i) Matriculate with Diploma in Associate Engineer (Electronic/Electrical/HVAC) from an Institute recognized by Technical Board. (ii) One year experience in relevant field.	1	Punjab (Open Merit)	01
12	LDC (BPS-09)	18 to 25 years	Anywhere in Pakistan	(i) Matric. (ii) Minimum typing speed of 30 w.p.m.	64	Merit	04
						Punjab (Open Merit)	27
						Punjab(Woman quota)	03
						Punjab(Minorities/ Non-Muslim Quota)	02
						Sindh-R (Open Merit)	06
						Sindh-R (Woman quota)	01
						Sindh-U (Open Merit)	04
						Sindh-U (Minorities/ Non-Muslim Quota)	01
						KPK (Open Merit)	05
						KPK (Woman quota)	01
						Baluchistan (Open Merit)	05
						Baluchistan (Minorities/ Non-Muslim Quota)	01
						GB (Open Merit)	01
						Ex-FATA (Open Merit)	02
						AJK (Woman)	01
13	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.	1	<u>Local Based</u> Islamabad	01
14	Support Staff (BPS-04)	18 to 25 years	Local based	Middle Pass	5	<u>Local Based</u> Karachi Sahiwal Islamabad Kotli	01 01 02 01
15	Helper/ Runner /Oven Operator / Cleaners (BPS-04)	18 to 25 years	Local based	Middle / Primary Pass	1	<u>Local Based</u> Islamabad	01
16	Naib Qasid (BPS-01)	18 to 25 years	Local based	Must be literate and having domicile of the respective District.	19	<u>Local Based</u> Islamabad Rawalpindi Sargodha Gujrat Karachi Peshawar Zhob Pishin	09 01 01 01 04 01 01 01

S#	Name of Posts with BPS	Min/ Max Age Limit	Place of Posting	Qualification / Experience	No. of Posts	Provincial / Regional Quota
17	Chowkidar (BPS-01)	18 to 25 years	Local based	Must be literate and having domicile of the respective District.	7	<b>Local Based</b> Hyderabad 01 Karachi 01 Multan 01 Gujranwala 01 Muzaffarabad 01 Peshawar 01 Islamabad 01
18	Farash (BPS-01)	18 to 25 years	Local based	Must be literate and having domicile of the respective District.	2	<b>Local Based</b> Karachi 01 Islamabad 01
19	Sweeper (BPS-01)	18 to 25 years	Local based	Primary	11	<b>Local Based</b> Zhub 01 Bannu 01 Lahore Garden Town 02 Bahawalpur 01 Mirpur 01 Karachi 01 Sargodha 01 Rawalpindi 01 Kohat 01 Peshawar 01
<b>TOTAL</b>					<b>238</b>	

**How to apply:**

1	i. Interested candidates against Sr. No 1 to 12 must visit NTS website: <a href="http://www.nts.org.pk">www.nts.org.pk</a> to apply online, Fee can only be paid via 1 link 1 Bill Participating Banks/ATM Internet, Banking/Mobile Banking / Easy Paisa / Jazz Cash / TCS Express Counters by downloading fee Challan /deposit slip. ii. Interested candidates against Sr. No 13 to 19 must apply online through NTS website: <a href="http://www.nts.org.pk">www.nts.org.pk</a> without submitting testing fee. iii. Application forms filled improperly, incomplete and submitted by hand will not be entertained. iv. For further information, please visit <a href="http://www.nts.org.pk">www.nts.org.pk</a> or call at 051-8444441.
2	General age relaxation of 05 years will be applicable to the 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) <b>By three years</b> for candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir and Northern Areas. b) <b>By three years</b> for candidates belonging to Sindh (R) and Balochistan for posts in BPS-15 and below under the Federal Government. c) <b>By fifteen years</b> 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) <b>By ten years</b> 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) <b>By ten years</b> for disabled persons for appointment to posts in BPS-15 and below. f) <b>By five years</b> 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	Successful candidates against the Posts mentioned at Sr.No. 1, 5 & 10 have to complete mandatory NITB Course during 1 years of probation period.
6	Only shortlisted candidates will be called for test/ interview.
7	No TA/DA shall be admissible for test / interview.
8	2 % Disabled quota as per Govt. Policy will be observed.
9	Last date & time for closing of application is _____ at 2400 hrs. Application shall not be accepted after closing date.
10	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.
11	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.

**Deputy Director (Admn)**  
**Directorate General Immigration & Passports,**  
**Mauve Area, Sector G-8/1, Islamabad**