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Excise & Taxation Department Jobs | Islamabad Jobs | Govt Jobs | Govt of Pakistan

Description

Excise & Taxation Department Islamabad invites applications from Pakistani Nationals for the following positions.

Vacant Positions

1. Assistant
2. Hardware / Network / Computer Technician
3. Data Entry Operator
4. UDC
5. LDC
6. Documentation Scanning Clerk
7. Store Keeper
8. Assistant Store Keeper
9. Electrician
10. Constable
11. Photocopy Machine Operator
12. Naib Qasid
13. Dispatch Rider
14. Chowkidar
15. Sanitary Worker

[Walled City of Lahore Authority \(WCLA\) Jobs](#)

[Gwadar Development Authority \(GDA\) Jobs](#)

Qualifications

The aforesaid Job announcement is published in **Then Nation Newspaper**. Last date to submit the applications is **November 15, 2021**. For more details about the vacancies, Please see below Job Advertisement for job descriptions, job requirements (e.g. experience, qualification, and age limit), and other perks and privileges' offered by the department.

[Sindh Higher Education Commission Karachi Jobs](#)

[Ministry of Science and Technology, Government of Pakistan Jobs](#)

Contacts

Hiring organization

Excise & Taxation Department
Islamabad

Employment Type

Full-time

Industry

Government of Pakistan

Job Location

Excise & Taxation Department,
44000, Islamabad, ICT, Pakistan

Date posted

November 4, 2021

Valid through

30.11.2021

**EXCISE & TAXATION DEPARTMENT
ISLAMABAD CAPITAL TERRITORY

JOB OPPORTUNITIES

Excise & Taxation Department, ICT intends to recruit the staff on contract basis for the period of 02 years for the project namely "Scanning of Documents of Vehicles Registered in ICT and recovery of different taxes".

S. No	Designation	No of Posts	Quota	Max Age	Educational Qualification/Experience
1	Assistant (BPS-15)	1	ICT(1)	25 Years	Graduation
2	Hardware/Network/Computer Technician (BPS-15)	1	ICT (1)	25 Years	<ul style="list-style-type: none"> 03year's DAE from recognized polytechnic Institute in Computer Technology(1st Division). Having experience in C/C++/C-sharp Programme Having Experience in computer Hardware.
3	Data Entry Operator (BPS-14)	10	ICT (5) Punjab (2) Sindh (R) (1) KPK (1) Balochistan (1)	25 Years	HSSC or equivalent With one year diploma in Computer Science.
4	UDC (BPS-11)	1	ICT (1)	25 Years	Intermediate 2 nd Division Typing speed of 30 words pm (3 Weeks basic IT training course (Including MS Office) Conducting by NITB after selection before completion of probation period)
5	LDC (BPS-09)	6	ICT (3) Punjab (2) Sindh (R)(1)	25 Years	Matric 2 nd Division Typing speed of 30 words pm (computer literate will be preferable) 03 Weeks basic IT training course (Including MS Office) Conducting by NITB after selection before completion of probation period.
6	Documents Scanning Clerk (BPS-9)	10	ICT (5) Punjab (2) Sindh (R) (1) KPK (1) Baluchistan (1)	25 Years	Matric 2 nd Division with One year diploma in Computer Science.
7	Store Keeper (BPS-09)	5	ICT (3) Punjab (1) Sindh (R) (1)	25 Years	Intermediate
8	Assistant Store Keeper (BPS-07)	10	ICT (5) Punjab (2) Sindh (R) (1) KPK (1) Baluchistan (1)	25 Years	Matric
9	Electrician (BPS-05)	2	Local	25 Years	Middle with at least 06 months diploma
10	Constable (BPS-05)	8	Local	25 Years	Matric at least 2 nd Division Physical Requirements: <ul style="list-style-type: none"> Minimum height for only Male Candidates 5'x8". Chest Size only for Male candidates 33"x34-1/2". Physical Test will be conducted as per standard terms and conditions of ICT police.
11	Photocopy Machine Operator/DMO (BPS-05)	1	Local	25 Years	Middle with one year experience in relevant field
12	Dispatch rider/Runner (BPS-04)	2	Local	25 Years	Middle with Motorcycle driving license.
13	Naib Qasid (BPS-01)	8	Local	25 Years	Primary pass
14	Chowkidar (BPS-01)	3	Local	25 Years	Primary pass
15	Sanitary Worker (BPS-01)	4	Local	25 Years	Primary pass

- No T.A/D.A. is admissible for test and interview.
- Age relaxation up to 05 years, over and above the maximum age limit will be admissible, as per government policy /rules.
- Age relaxation provided by the Government in the recruitment policy will be applicable.
- Application form can be filled-in directly on the application portal on the website of the Excise & Taxation Department, ICT website islamabadexcise.gov.pk/ National job portal website www.njp.gov.pk/ By hand submission of applications is not allowed
- Candidates applying for more than one post should submit separate applications for the respective categories.
- Applicant shortlisted for interview shall present his / her original documents along with set of attested copies of degrees/ certificates issued by HEC/ recognized board/ universities / institute.
- Information provided in the application form will be verified and in case of any false or forged information and fake or bogus documents, department reserves the right to cancel the candidature at any stage (even after employment, if so discovered later) and to initiate a legal action against the applicant.
- The Department reserves the right to cancel the recruitment process in part or whole, increase/ decrease the number of post as per requirement against any post at any stage without assigning any reason.
- Only short-listed eligible candidates will be called for test/interview.
- Application on the prescribed format shall reach through the online portal latest by **15th November, 2021**.

**(PROJECT DIRECTOR)
EXCISE & TAXATION
ISLAMABAD**

PID(I) 2683/21

