



<https://jobs.baaghitv.com/job/punjab-procurement-regulatory-authority-ppra-jobs/>

## Punjab Procurement Regulatory Authority (PPRA) Jobs | Govt Jobs | Govt. of Punjab

### Description

**Punjab Procurement Regulatory Authority (PPRA)** Invites applications from Pakistani Nationals for the following positions.

### Vacant Positions

1. Data Analyst / Assistant
2. Computer Operator
3. Record Keepers / Junior Clerks
4. Office Boy
5. Drivers

[Pakistan Revenue Automation \(Pvt\) Limited Jobs](#)

[Ministry of Planning, Development & Special Initiatives Jobs](#)

### Qualifications

The aforesaid Job announcement is published in **Express Newspaper**. Last date to submit the applications is **November 29, 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.

[Government Sadiq College Women University Bahawalpur Jobs](#)

[Punjab Public Service Commission \(PPSC\), Lahore Jobs](#)

### Contacts

### Hiring organization

Punjab Procurement Regulatory Authority (PPRA)

### Employment Type

Full-time

### Industry

Punjab Government

### Job Location

PPRA, 54000, Lahore, Punjab, Pakistan

### Date posted

November 11, 2021

### Valid through

04.12.2021

کورونا سے بچاؤ کی دیکھیں گلو آئیں اور اپنے پیاروں کی زندگیوں کو محفوظ بنائیں

## SITUATIONS VACANT

Punjab Procurement Regulatory Authority (PPRA), Government of the Punjab intends to recruit the qualified/eligible persons in the Project titled "E-procurement Across Punjab" against the below-mentioned posts on **Contract Basis till the completion of project.**

Sr. No.	Name of Post	BPS/ LEVEL	No. of Posts	Age		Qualification	Experience
				Min	Max		
01	Data Analysts / Assistants	-	02	-	35	Minimum 16 Years of Education with a Degree in Science, Computer Sciences, Information Technology or related from a reputed HEC recognized local or foreign Institution with minimum 2.5 CGPA.	Minimum 2 years of experience in designing and developing web based application in IT sector is preferable. Must be fully proficient in PC Software's and skills. Must have good communication skills.
02	Computer Operators	-	02	-	30	Minimum 14 Years of Education from a reputed HEC recognized local or foreign Institution	Minimum 2 years of relevant experience is preferable. Must have 40 wpm typing speed. Must be proficient in MS Office.
03	Record Keepers / Junior Clerks	-	02	-	30	Minimum 12 Years of Education from a reputed HEC recognized local or foreign Institution	Minimum 1 year of relevant experience is preferable. Must have 35 wpm typing speed. Must be proficient in MS Office.
04	Office Boys	-	02	-	50	Middle	Relevant Experience.
05	Drivers	-	02	-	50	Middle	Relevant Experience Eye Sight: 6x6

### General Conditions:

- Candidates must submit the application on the 'Application Form' given below and must attach each copy of Advertisement, attested photocopies of CNIC, Educational Certificates, Domicile Certificate, Experience Certificates and Three (03) passport size latest photographs latest by 29.11.2021 in PPRA Office (3<sup>rd</sup> Floor, Alfalah Building, The Mall, Lahore) during official hours.
- The 'Application Form' can be downloaded from the website of Punjab Procurement Regulatory Authority <https://ppra.punjab.gov.pk> or may be obtained from PPRA office, before closing of the office hours.
- Applicants already in service are required to submit their applications along-with Departmental Permission / Through Proper Channel.
- Applicants must write name of the post on the top right corner of envelope.
- Only short listed candidates, who fulfill the requirement and have submitted their application complete in all respects, shall be called for test/interview.
- Late / Incomplete applications will not be entertained.
- No TA / DA will be admissible.
- The candidates must have domicile of Punjab.
- Age relaxation as per rules/policy is already included in the maximum age of every post.
- In case a candidate wishes to apply for more than one post, he/she must submit separate application form for each post.
- The quota for disabled persons, women, and minorities, she-males shall be as per Government Policy.
- Authority has the right to accept/reject or cancel any application, post or recruitment process.

### APPLICATION FORM

Name of the Post applied for \_\_\_\_\_

1. Name of the Applicant \_\_\_\_\_

2. Father Name \_\_\_\_\_

3. Address \_\_\_\_\_

4. Date of Birth \_\_\_\_\_

5. Contact No. \_\_\_\_\_

6. CNIC No. \_\_\_\_\_

7. Domicile \_\_\_\_\_

8. Gender \_\_\_\_\_

09. Details:

#### Academic Qualification

Sr. No.	Degree / Certificate / Courses	Division / Grade / CGPA	Name of Board / University / Institute

#### Experience

Sr. No.	Valid Experience with designation	Department/ Organization	Total period of experience till closing date of application	Remarks (if any)

Signature of the Applicant \_\_\_\_\_

Date \_\_\_\_\_

(Muhammad Arslan Waris)  
Deputy Director (A&F), PPRA

IPL-11467

