



# BALUCHISTAN PUBLIC SERVICE COMMISSION

Samungli Road, near Railway Crossing, Quetta Cantt:

Website: "www.bpsc.gob.pk"

**SAY NO TO CORRUPTION**

Dated Quetta, the 20<sup>TH</sup> November, 2017

## CONSOLIDATED ADVERTISEMENT No. 11/2017

Applications are invited for initial recruitment to the following permanent posts in the Balochistan Public Service Commission.

**Don't wait for the last date, apply online/submit your application today.**

### IMPORTANT NOTES

- I. **Age:** Age will be calculated on the closing date for receipt of applications.
- II. **Local/Domicile Certificate:** The candidate should submit local/domicile certificate of his/her district. A married female candidate, not already in Government Service and desires to apply on the basis of local/domicile of her husband, is required to submit the local/domicile certificate of her husband containing her name. In case of in-service candidates, the local/domicile certificate endorsed in service record of department will be accepted.
- III. The Government reserves the right not to fill any vacancy or to fill more or less than the number of vacancies announced by the Commission.
- IV. **Zonal Allocation:** The Zonal Allocation of vacancies has been made in accordance with the Government of Baluchistan's Recruitment Policy of 1991.
- V. **Experience:** Unless otherwise prescribed in the recruitment rules, the requisite experience (with necessary valid documentary proof) means the post qualification experience gained in a regular, full-time paid job and that of the on job training subject to its relevancy acquired after obtaining the required qualification till closing date. Experience as part time, honorary, apprentice and internee will not be considered /counted as experience."
- VI. **Eligibility:** Eligibility of the candidates in terms of Recruitment Rules and the advertised conditions shall be determined after the conduct of screening/professional test/examination .On detailed scrutiny of the applications if they are found ineligible, their candidatures will be cancelled irrespective of the fact whether they have appeared in the examination/test or even qualified therein. On rejection of application of candidates on the basis of their ineligibility, the Commission would inform the applicants. The candidates should therefore, make sure before applying that they are eligible in all respects for the post, they have applied for.
- VII. **Viva Voce Test:** The written/MCQs test qualified candidates will be called for Viva Voce Test and the same would be as follows:-
  - Current Affairs:** (Last one or two month's important happenings/issues which are highlighted in Print /Electronic Media.
  - General Knowledge:** (Related to Balochistan, Pakistan and International)
  - Islamic/Religious Studies:** (Islamic questions regarding day to day issues as Muslim and period of Khulafa-e-Rashideen). However, a candidate belonging to other religion would be asked questions according to his/her religion.
  - Pakistan Studies:** (1857 to 1947 and 1947 to till date)
- VIII. **The candidates who qualify for viva-voce test will be intimated by post, SMS and telephonically to furnish/submit one (01) set of requisite documents duly verified by the concerned Board/University and attested by Gazetted Officer i.e. four (04) photographs, Matric, Intermediate DMCs/certificates, Bachelor, Master, M.Phil., Ph.D. Transcript/Degrees, CNIC, Experience Certificate (where required) showing nature of job/ detailed job description issued by an authorized officer of the Department concerned, Local/Domicile Certificate (duly verified by the competent authority), Departmental Permission Certificate (in case of government servant) etc. within Ten (10) days of the Notice from BPSC. The candidates who fail to furnish the requisite documents within stipulated time or furnish incorrect/incomplete information their candidature shall be rejected straight away. Therefore, they are advised to keep their documents ready for submission to BPSC by the due date.**

## BALUCHISTAN PUBLIC SERVICE COMMISSION

### 01. ONE (01) POST OF ASSISTANT (BPS-16)

Zonal Allocation	
Mekran Zone	01

#### Qualification:

- a. Bachelor Degree from a recognized University.
- b. Having at least three (03) months Office Automation Certificate in Computer Operations from a recognized Institute.

**Gender:** Both male and female candidates are eligible.

**Syllabus:** Subjective paper in:

1.	<b>Essay Writing:</b>	20 Marks
	(a) English	20 Marks
	(b) Urdu	20 Marks
2.	<b>Translation</b> (English into Urdu & Urdu into English)	10 Marks
3.	<b>General Knowledge /Pakistan &amp; Islamic Affairs</b> (Ethics for Non-Muslims)	50 Marks
<b>Total:</b>		<b>100 Marks</b>
4.	<b>Practical Test of Office Automation on Computer:</b> (Only successful Candidates of written test will be called)	50 Marks
	<b>Grand Total:</b>	

## 02. ONE (01) POST OF COMPUTER OPERATOR (BPS-16)

Zonal Allocation	
<b>Merit (All Balochistan)</b>	<b>01</b>

**Qualification /Experience:**

Bachelor's Degree at least in Second Division in Computer Science or IT or equivalent qualification in the relevant subject from a recognized University.

**Gender:** Both male and Female candidates are eligible.

**Syllabus:** MCQs test in the relevant field:

## 03. ONE (01) POST OF INVESTIGATOR (BPS-14)

Zonal Allocation	
<b>Nasir Abad Zone</b>	<b>01</b>

**Qualification /Experience:**

Master's Degree or equivalent qualification in Economics/ Statistic from a recognized University.

**Gender:** Both male and Female candidates are eligible.

**Syllabus:** Subjective paper in relevant subject.

## 04. FOUR (04) POSTS OF STENOGRAPHER (BPS-14)

Zonal Allocation			
Kalat Zone	Zhob Zone	N. Abad Zone	Mekran Zone
<b>01</b>	<b>01</b>	<b>01</b>	<b>01</b>

**Qualification /Experience:**

- i. Bachelor's Degree from a recognized University.
- ii. Typing skill in English and Urdu with a Speed of at least 35 words per minute;
- iii. Short hand skill with a speed of at least 80 words per minute; and
- iv. Having at least three (03) months Office Automation Certificate in Computer Operation from a recognized Institute.

**Gender:** Both male and Female candidates are eligible.

**Syllabus:** Typing and Shorthand test.

## 05. ONE (01) POST OF ACCOUNTANT (BPS-14)

Zonal Allocation	
<b>Merit (All Balochistan)</b>	<b>01</b>

**Qualification /Experience:**

- i. Bachelor's Degree in Commerce (B.Com) from a recognized University; or
- ii. Bachelor's Degree in Business Administration (B.B.A) from a recognized University; and
- iii. Having at least three (03) months Office Automation Certificate in Computer Operations from a recognized Institute.

**Gender:** Both male and Female candidates are eligible.

**Syllabus:** Subjective Paper in Accounting.

## 06. ONE (01) POST OF ASSISTANT COMPUTER OPERATOR (BPS-12)

Zonal Allocation	
<b>Kalat Zone</b>	<b>01</b>

**Qualification /Experience:**

- Higher Secondary School Certificate from a recognized Board; and having One Year's Diploma in Computer Science or IT, from a recognized Institute; or
- ICS from a recognized Institute/ Board; and
- Typing skill on Computer with a speed of at least 60 words per minute in English and Urdu, plus test of typing.

**Gender:** Both male and Female candidates are eligible.

**Syllabus:** MCQs test in the relevant field.

**07. TWO (02) POSTS OF DATA ENTRY OPERATOR (BPS-12)**

Zonal Allocation	
Merit (All Balochistan)	Kalat Zone
01	01

**Qualification:**

- Higher Secondary School Certificate from a recognized Board; and having One Year's Diploma in Computer Science or IT, from a recognized Institute; or
- ICS from a recognized Institute/ Board; and
- Typing skill on Computer with a speed of at least 60 words per minute in English and Urdu, pulse test of typing.

**Gender:** Both male and Female candidates are eligible.

**Syllabus:** MCQs test in the relevant field.

**08. SIX (06) POSTS OF JUNIOR CLERK (BPS-11)**

Zonal Allocation				
Merit	Kalat Zone	Zhob Zone	Mekran	Sibi Zone
01	01	02	01	01

**Qualification:**

- Higher Secondary School Certificate from a recognized Board;
- Typing skill in English and Urdu with a speed of at least 30 words per minute; and
- Preference will be accorded to those who have experience in Computer/ IT Software applications and English and Urdu typing skill.

**Gender:** Both male and Female candidates are eligible.

**Syllabus:** General Paper in English & General Knowledge.

**09. ONE (01) POSTS OF CARE TAKER (BPS-08)**

Zonal Allocation	
Zhob	01

**Qualification:** Intermediate from a recognized Board/ Institute.

**Gender:** Both male and Female candidates are eligible.

**Syllabus:** General Paper in English & General Knowledge.

**Note: Age Limit for S. No. 1 to 9 is 18 to 30 years plus ten years general upper age relaxation granted by the Govt. of Balochistan.**

**CLOSING DATE FOR RECEIPT OF APPLICATIONS IS  
20<sup>th</sup> DECEMBER, 2017 ( day )**

**GENERAL INSTRUCTIONS**

- All applications must be submitted online through BPSC's website [www.bpsc.gov.pk](http://www.bpsc.gov.pk). No hardcopy of online application is required from the applicants. However, those applicants who do not have access to internet facility, are allowed to submit their applications on the prescribed form must reach the Balochistan Public Service Commission, Quetta by hand or by mail on or before the **closing date i.e. 20<sup>th</sup> December, 2017**. Application form available at BPSC website giving detailed particulars in the light of prescribed conditions for the post applied for.
- It will be mandatory for the candidates to bring original CNIC, Treasury Receipt (Green Challan) and downloaded copy of Admission Certificate/Roll no slip at the time of Screening/ Written Test. (The candidates should realize that original CNIC and original Treasury Receipt (Green Challan) would be admissible as a valid document. It is reiterated that the candidates must preserve the original T.R and do not send the same to BPSC office in advance, so as to avoid any inconvenience at the time of entry in the Examination Halls).
- Those candidates who have submitted their application by hand or sent by mail/post, their roll no slips will be dispatched to their postal address as well as they will be intimated through SMS.
- Admission Certificates/Roll no slips for Screening (MCQ's Test/Written test) for posts applied will be placed on the website of BPSC i.e. [www.bpsc.gov.pk](http://www.bpsc.gov.pk). Candidates are advised to frequently visit this website. They will be intimated through SMS as well.

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e) No extra time is allowed for postal transit etc.

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**APPLICATION FEE:** The Candidates are required to deposit the original treasury receipt of **Rs. 2000 for BPS-19 & BPS-20, Rs. 1000 for BPS-18 and Rs. 600 for BPS-11 to BPS-17.** The amount should be deposited in the State Bank/National Bank of Pakistan or Government Treasury authorized to transact business on behalf of Government of Balochistan under the **Head C02101 ORGAN OF STATE EXAM.FEE RECEIPT BPSC.**

**SECRETARY**  
**Balochistan Public Service**  
**Commission**