



# BUREAU OF EMIGRATION & OVERSEAS EMPLOYMENT

## SITUATIONS VACANT

Online applications are invited for the recruitment of following temporary vacancies in Bureau of Emigration and Overseas Employment, Islamabad.

S.No	Name of Post (BS-15)	Number of Post	Education/Qualification Eligibility	Quota	Age Limit
1	Assistant (BS-15)	01	(i) Graduate (ii) In case of selection, 6 weeks basic IT training Course (including MS Office) conducted by National Information Board (NIB) should be done within one year.	Punjab (General) = 01	18-25 Years
2	Data Entry Operator (BS-14)	07	(i) Bachelor's degree in Physics/ Mathematics/ Stats/ Economics from a recognized University. (ii) Minimum Speed of 10,000 key depressions per hour for data entry	Punjab (General) = 01 Punjab (Women) = 01 Sindh (R) (General) = 01 Sindh (R) (Women) = 01 EPK (General) = 01 Baluchistan (Gen) = 01 Baluchistan (Women) = 01	18-25 Years
3	UDC (BS-13)	01	(i) Intermediate (ii) In case of selection, 3 weeks basic IT training Course (including MS Office) conducted by National Information Board (NIB) should be done within one year.	Punjab (General) = 01	18-25 Years
4	LOC (BS-09)	01	(i) Matric (ii) A minimum speed of 20 W.P.M. (iii) In case of selection, 3 weeks basic IT training Course (including MS Office) conducted by National Information Board (NIB) should be done within one year.	Sindh (R) (General) = 01	18-25 Years
5	Driver (BS-04)	01	(i) Primary Pass. (ii) Having valid Motor Car/ Jeep license and well versed in the traffic rules.	Male = 01	18-30 Years
6	Sub Guard (BS-01)	06	(i) Primary pass (ii) 50% quota reserved in case of retired armed forces	Islamabad (CT) (Local) = 01 Malakand (Local) = 01 Quetta (Local) = 01 Sialkot (Local) = 01 Dera Ghazi Khan (Local) = 01	18-25 Years
7	Chowkidar (BS-01)	05	(i) Primary pass	Malakand (Local) = 01 Peshawar (Local) = 01 Sialkot (Local) = 01 Dera Ghazi Khan (Local) = 01	18-25 Years
8	Sweeper (BS-01)	02	(i) Primary pass	Sialkot (Local) = 01 Dera Ghazi Khan (Local) = 01	18-25 Years

### TERMS & CONDITIONS

- All appointments shall be made in accordance with the Recruitment Rules/ policy of the Federal Government.
- 1-year General relaxation of age or upper age relaxation will be admissible as per existing government rules.
- Age will be calculated with effect from the last date of submitting applications.
- 2% Disable quota will be observed in the Recruitment.
- Only short-listed applicants will be called for test/ interview.
- Candidate shall present his / her original documents along with set of attested copies of all the relevant documents as and when required. In case, any of the information furnished by the applicant found false or bogus, his candidature shall stand cancelled and legal action shall be taken against him.
- He TA/DA will be admissible for the purpose of test/ interview.
- The Competent Authority reserves the right to cancel the recruitment process in part or whole/ postpone or increase / decrease the number of vacancies at any stage without assigning any reason.
- Both male and female are encouraged to apply.

#### How to apply:

- A candidate must apply online by submitting application at the URL: <https://boc.gov.pk/careers.aspx>
- A candidate must submit separate online application for each post.
- Incomplete or wrongly filed in application or applications submitted by post or by hand shall not be entertained.
- Last date of submission of Online Application is 15 working days from the date of publication of this advertisement.

Director Admin

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