



**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF INDUSTRIES & PRODUCTION**  
**PAKISTAN INDUSTRIAL TECHNICAL ASSISTANCE CENTRE LAHORE (PITAC)**



**Say No to Corruption**  
**(Job Opportunities)**

PITAC is an Autonomous Government Organization working under the administrative control of Ministry of Industries & Production, Government of Pakistan. It provides Technical Assistance, Training and Advisory services to the industries and general public. Applications are invited from Pakistani nationals to fill the following posts in its Headquarter Lahore and Regional offices.

Sr. No.	Name of Post	BPS	No. Of Vacancies	Allocation of Quota-Domicile wise	Qualification / Experience	Max. Age Limit
1.	<b>Assistant Director Technical (Mechanical)</b> For HQ Lahore and Regional Centre(s)	17	05	Open Merit = 2 Sindh (U) = 2 KPK = 1	Second Class or Grade 'C' Bachelor's Degree in Engineering (Mechanical / Industrial & Manufacturing / Mechatronics) or Equivalent ( <b>Can you please describe us equivalency</b> ), with One Year PITAC Apprenticeship or three years post qualification experience in the relevant field. P.E.C. Registration is Mandatory	30
2.	<b>Assistant Director Technical (Metallurgy)</b> For HQ Lahore	17	01	Punjab=1	Second Class or Grade 'C' Bachelor's Degree in Engineering (Metallurgy) or Equivalent ( <b>Can you please describe us equivalency</b> ), with One Year PITAC Apprenticeship or three years post qualification experience in the relevant field. P.E.C. Registration is Mandatory	30
3.	<b>Assistant Director Technical (Civil)</b> For HQ Lahore	17	01	Punjab=1	Second Class or Grade 'C' Bachelor's Degree in Engineering (Civil) or Equivalent ( <b>Can you please describe us equivalency</b> ), with One Year PITAC Apprenticeship or three years post qualification experience in the relevant field. P.E.C. Registration is Mandatory	30
4.	<b>Assistant Director (Accounts)</b> For HQ Lahore	17	01	Sindh (R) = 1	Second Class or Grade 'C' Master's Degree in Finance / Commerce or equivalent from HEC recognized University, with two years post qualification experience in Accounting and Finance. Must be Computer literate and well-versed in verbal & written communication in English.	30
5.	<b>Technical Officer</b> For HQ Lahore	16	02	Punjab = 1 Sindh (R) = 1	B.Tech in Foundry / Metallurgy / Mechanical with 04 years relevant experience.  OR DAE in Foundry / Metallurgy / Mechanical with 07 years relevant experience	35
6.	<b>Assistant Accounts Officer</b> For HQ Lahore	16	01	Sindh (R) = 1	Second Class or Grade "C" Master's Degree in Finance / Commerce or equivalent from HEC recognized university. Or Second Class or Grade 'C' Bachelor's Degree in Finance / Commerce or Equivalent from HEC recognized University, with three (03) years relevant experience. Must be Computer literate and well-versed in verbal & written communication in English.	30
7.	<b>Office Assistant</b> For HQ Lahore & Regional Centre Karachi	14	02	Punjab = 1 Sindh (U) = 1	Second Class or Grade "C" Bachelor's Degree from HEC recognized University with 2 years office routine work experience. Must be Computer literate & well versed in verbal & written communication in English.	28
8.	<b>Accounts Assistant</b> For HQ Lahore	14	04	Punjab = 2 Sindh (R) = 1 KPK = 1	Second Class or Grade "C" Bachelor's Degree in Finance/Commerce from HEC recognized University with two years experience in the relevant field. Must be Computer literate and well-versed in verbal & written communication in English.	28
9.	<b>Steno Typist</b> For HQ Lahore.	14	01	Sindh (R)=1	i) Intermediate with two (02) years relevant experience. ii) A minimum speed of 80/40 w.p.m in shorthand/typing respectively. iii) Computer literates preferable.	28
10.	<b>Shop Technical Assistant (Mechanical)</b> For HQ Lahore.	13	05	Open Merit = 1 Sindh (R) = 1 Sindh (U) = 1 KPK = 1 Baluchistan = 1	DAE in Mechanical or equivalent, with two year PITAC Apprenticeship or three years relevant experience.	25
11.	<b>Shop Technical Assistant (Electrical)</b> For HQ Lahore.	13	03	Open Merit = 1 Sindh (R) = 1 KPK = 1	DAE in Electrical or equivalent, with two year PITAC Apprenticeship or three years relevant experience.	25
12.	<b>Shop Technical Assistant (Electronics)</b> For HQ Lahore.	13	02	Sindh (R) = 1 KPK = 1	DAE in Electronics or equivalent, with two year PITAC Apprenticeship or three years relevant experience.	25
13.	<b>Shop Technical Assistant (Metallurgy)</b> For HQ Lahore.	13	02	Punjab = 1 Sindh (R) = 1	DAE in Metallurgy or equivalent, with two year PITAC Apprenticeship or three years relevant experience.	25
14.	<b>Shop Technical Assistant (Civil)</b> For HQ Lahore.	13	01	Punjab = 1	DAE in Civil or equivalent, with two year PITAC Apprenticeship or three years relevant experience.	25
15.	<b>Shop Technical Assistant (Foundry)</b> For HQ Lahore.	13	01	Punjab = 1	DAE in Foundry or equivalent, with two year PITAC Apprenticeship or three years relevant experience.	25

16.	<b>Shop Technical Assistant (Automobile)</b> For HQ Lahore.	13	01	Punjab = 1	DAE in Automobile or equivalent, with two year PITAC Apprenticeship or three years relevant experience.	25
17.	<b>Draughtsman</b> For HQ Lahore	13	05	Open Merit=1 Punjab=1 Sindh (R)=1 KPK=1 Baluchistan=1	DAE in Mechanical Drafting or Mechanical or equivalent, with two years PITAC Apprenticeship or three years relevant experience.	25
18.	<b>Computer Hardware Technician</b> For HQ Lahore	11	01	Sindh (R) = 1	Intermediate and one year Diploma in computer Hardware or Equivalent and 01 year hardware / software experience.	25
19.	<b>Skilled-II</b> For HQ Lahore	09	13	Open Merit = 2 Punjab Merit = 2, Punjab Women = 1, Sindh (R) = 2 Sindh (U) = 1 KPK = 2 Baluchistan = 1 AJK = 1 GB/FATA = 1	Matriculation (Science) or equivalent with Two Year TTC Certificate (Relevant Field) and two year PITAC apprenticeship. or Matriculation (Science) or equivalent with Two Year TTC Certificate (Relevant Field) and three year relevant experience.	25
20.	<b>Junior Clerk</b> For HQ Lahore	07	02	Sindh (R) = 1 KPK = 1	i) Matriculation with three years experience of office routine work. ii) A minimum typing speed of 30 w.p.m iii) Computer literacy mandatory.	25
21.	<b>Semi Skilled</b> For HQ Lahore	07	03	Open Merit=1 Sindh(R)=1 Sindh (U)=1	Matriculation (Science) or Equivalent with Two year PITAC Apprenticeship. or Matriculation (Science) or Equivalent with Three year relevant experience.	25
22.	<b>Helper</b> For HQ Lahore	05	06	Open Merit=1 Punjab =2 Sindh (R) =1 Sindh (U) = 1 Baluchistan=1	Matriculation (Science) or equivalent	25
23.	<b>Dispatch Rider</b> For HQ Lahore	05	01	Open Merit = 1	i) Matriculate with LTV license with 03 years driving experience after getting LTV License OR ii) Middle School Certificate from recognized school with LTV License with 05 years driving experience after getting LTV License.	30
24.	<b>Watchman</b> For HQ Lahore	02	02	Lahore = 2	1. Matriculate 2. Retired Army Personnel (NCO) preferable	30
25.	<b>Naib Qasid</b> For HQ Lahore and Regional office Mirpur	02	02	Lahore = 1 Mirpur=1	Matriculate or Equivalent	25

- Candidates already in Government services shall apply through proper channel.
- Age will be calculated with effect from the last date of submitting applications.
- The maximum age limit shall be revealed as mentioned below under the Federal Government Rules.

Sl. No.	Category of Candidates	Age relaxation admissible
1.	(a) Candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir and Northern Areas for all posts under the Federal Government. (b) Candidates belonging to Sindh (R) and Balochistan for posts in BPS-15 and below under the Federal Government.	3 years.
2.	Released or Retired Officers/personnel of the Armed Forces of Pakistan.	15 years or the number of years actually served in the Armed Forces of Pakistan, whichever is less.
3.	Government servants who have completed 2 years continuous Government service on the closing date for receipt of applications.	10 years, upto the age of 55 years.
4.	Disabled persons for appointment to posts in BPS-15 and below.	10 years.
5.	Widows, son or daughter of a deceased government servant who dies during service.	5 years.
6.	General age relaxation for all candidates.	5 years.
7.	All Contract/Contingent paid/Daily Wages/Project employees/Apprentices who have rendered minimum of one year of service in continuity as on 01-01-2017 provided that the condition of continuity shall not be applicable in case of person(s) employed on Daily Wages who have completed at least 365 days service, shall be excluded for the purpose of determination of upper age limit in addition to relaxation of upper age limit as per above mentioned existing rules. (Reference Establishment Division's O.M. No.F.53/1/2008-SP dated 11 <sup>th</sup> May, 2017)	

- Foreign Nationals or dual nationality holders are not eligible to apply.
- Candidates must have obtained the Educational Certificates/Degrees from the recognized institutions/universities duly recognized by HEC and Engineering degrees must be registered with PEC.
- Number of vacancies can be increased/decreased according to available seats at the time of recruitment.
- Dates of written tests (where applicable) and interviews will be intimated to eligible candidates only.
- No TA/DA will be admissible for appearance in test/interview.

**How to Apply:**

**For BPS-07 to BPS-17**

1. NCBMS College & Testing Services (Pvt.) Ltd. will conduct written screening test for all the posts of BPS-07 to BPS-17, and initial Skill Test i.e Typing & Shorthand for the posts of Steno Typist & Junior Clerk.
2. After the Screening Test, the shortlisted candidates shall have to appear in Skill Test for technical posts only (where required) before the time of interview.
3. The candidates are required to submit their applications online on website [www.ncbms.edu.pk](http://www.ncbms.edu.pk) and pay the fee Rs. 150/- (non-refundable and non-transferable) through the Challan available on website.
4. The candidates are required to submit applications within **15 days** from the date of publication of the advertisement.

**For BPS-02 to BPS-05**

1. Please download the Application Form from PITAC website: [www.pitac.org.pk](http://www.pitac.org.pk), pay the fee (BPS-02 to BPS-05 @ Rs. 100/-) in any branch of HBL (non-refundable) Account title: PITAC (PSDF), Account No. 1060-79003041-03 or by Pay Order (PO)/Demand Draft (DD) in the favour of PITAC (PSDF), Lahore.
2. Only shortlisted candidates will be considered for the posts.
3. There will be a Skill Test for the post of Dispatch Rider which will be conducted by the PITAC.
4. Candidates are required to send applications on prescribed registration form alongwith Bank deposit slip/PO/DD (in original) to Deputy Director (Pers. & Admn.), PITAC, 234-Ferozepur Road, Near Metro Bus Canal Station, Lahore 54600 within **15 days** from the date of publication of the advertisement.
5. For further information please visit [www.pitac.gov.pk](http://www.pitac.gov.pk) or call 042-99230699.

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