| Post | Qualification | Age | Experience | Job description |
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| **Deputy Director (IT) PPS-8 equivalent to (BS-18)** | First Class or Grade 'B' Master's degree in Computer Science/BCS (4 YEARS)/IT Computing Electronics or equivalent | 45-Y | • Total 10 years' experience out of which 5 years Post Qualification experience in Project management, ICT, LAN, Web, or software.<br>• Strong expertise in Strategizing IT initiatives in the public sector.<br>• Thorough understanding of issues that may hinder the effective implementation of IT initiatives within Public Sector organizations.<br>• Experience in the management/operation of PSDP projects.<br>• Experience in working well under pressure and managing deadlines.<br>• Be a strong team leader /player, with excellent interpersonal, communication, and presentation skills.<br>• Proven ability in conceptualizing creative solutions, documenting, and presenting to senior management.<br>• Expert knowledge of project management principles, practices, techniques, and tools.<br>• Experience with requirements gathering, customer or stakeholder relationship management, issue and risk management, project and organizational change management and IT vendor and partner management.<br>• Knowledge of IT infrastructure and architectural technology concepts and components.<br>• Ability to make important decisions with good judgment. | ▪ To ensure implementation of e-office in official correspondence and disposal of NOC/ Registration cases.<br>▪ Facilitating the automation of NOC/ Registration and implementation of E-office operationalization activities from concept to approval including project specifications, overall project planning, and project execution.<br>▪ To initiate proceedings on online received cases for issuance of NOC and Registration for publications, news agencies, and printing presses from Islamabad, Punjab, Azad State of Jammu and Kashmir and Gilgit-Baltistan, Sindh, Khyber Pakhtunkhwa and Balochistan regions.<br>▪ To scrutinize received documents before forwarding to DPR.<br>▪ Provide technical assistance to the Project Director in the execution of the Web OPR Portal for online submission of NOC and Registration cases.<br>▪ Provide technical assistance to the Project Director in the execution of E-office operationalization-related activities.<br>▪ Develop reports regarding titles w.r.t. region, periodicity language, stations.<br>▪ Monitor the progress of OPR portal, E-office Connectivity of OPR.<br>▪ Manage the rolling out of the centralized data bank/e-Office Application.<br>▪ Under the supervision of the project Director, the Deputy Director will assist with the direction, management, and coordination of E-office operational activities.<br>▪ Systematically monitor, analyze, and evaluate the performance of all the IT-related activities in accomplishing program and organization objectives<br>▪ Conduct research for emerging technologies and suggest doable strategies to the Project Director.<br>▪ Advise the project director about possible redesigning of business processes before automating as-is processes.<br>▪ Perform any E-office operationalization-related task assigned by the Project Director |
| **Technical Assistant PPS-06** | i) Second Class or Grade 'C' Bachelor's degree in IT/CS/Commerce/Arts/Computer | 40-Y | ▪ Total 2 years' experience out of which 2 -years' experience of design, installation and | ▪ To configure/manage/monitor all the networking equipment (routers, |

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| **equivalent to BPS-16)** | Engineering Management or equivalent.<br><br>Iii) Two (02) Years' experience in assisting data Communication and Network Administration with strong technical skills in LAN/WAN, security policy implementation/audits TCP/IP, intrusion detection systems, firewalls, etc. in Government /Semi-Government organizations.<br>OR<br>Two (02) Years work with strong technical skills in office documentation management scanning upload data, office policy implementation/audits, content writing, etc.<br><br>iii) should be able to manage independently IT infrastructure in a secure environment with excellent documentation. | | maintenance of Local and wide area Networks (LAN/WAN) at a local or foreign organization of good repute.<br>▪ In-depth knowledge of the network topologies, protocols, tools, and techniques.<br>▪ Hands-on knowledge of operating systems (windows, Linux and solariis) and can manage users/ groups within a large domain.<br>▪ Hands-on knowledge about security features of different networking /security products (software systems and equipment).<br>▪ Hands-on experience in defining and implementing Network security Policies at the organization(s) having a reasonably large number of computer users.<br>▪ Experience in configuration, Management, and troubleshooting of Network devices (routers, switches, DSL Modems, firewalls, IDS, IPS, Load Balancers etc.<br>▪ Skilled in office documentation, office policy implementation/content writing, scanning and uploading files and data. | Switches, DSL Modems, Firewalls, IDS, IPS, Load Balancers e.t.cs)<br>▪ Management and troubleshooting of the Network applications, equipment and infrastructure installed at different locations of OPR.<br>▪ To define and implement Network Security and Network Management policies and procedures.<br>▪ Interaction with end users (i.e. employees of government departments) to provide support regarding network related issues like connectivity with servers, PCs and other equipment on the LAN/WAN<br>▪ To communicate and liaison with web hosting and internet connectivity (bandwidth) provider(s) for reliable, smooth and stabilized web hosting of government websites.<br>▪ Other responsibilities as assigned by superiors<br>▪ Office documentation preparation & management, office policy &implementation/audits & content writing |
| **IT Assistant (02 Posts) PPS-05 equivalent to BPS15)** | 2nd Class or Grade "C" Bachelor's degree in computer Science recognized by Higher Education Commission<br>**OR**<br>2nd Class Bachelor's degree from a recognized university with a one-year diploma in computer Science/ Information Technology from a recognized board of technical education. | 18-25Y | ▪ At least 2-Years experience | ▪ Provide administration support including answering/transferring calls, data entry, processing mail, and operating standard office equipment including printers, fax, scanner and copier.<br>▪ Maintain accurate and complete documentation for policies and procedure.<br>▪ Prepare data spreadsheets, charts, graphs and other documents as required.<br>▪ Maintain a standard filing system for easy and quick document assessment and retrieval.<br>▪ Provide technical assistance to officers and other staff as needed.<br>▪ Assist in software and hardware upgrades.<br>▪ Assist in maintaining internet service, firewalls, and telephone systems. |

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| | | | | ▪ Check office network for errors, repair malfunctioning, and help troubleshoot problems.<br>▪ Keep a detailed record of the office's network configuration, peripheral specifications, problems, and solutions.<br>▪ Strong command of MS-Office software suite including word and Excel.<br>▪ Have the latest Knowledge about installing computer networks, hardware and software.<br>▪ Initiate process improvements to cater applicant's demands.<br>▪ Answering calls and emails of users regarding technological problems in the use of the online Office of the Press Registrar (OPR) portal.<br>▪ Attend visitors/applicants or resolution of problems/<br>▪ Report Press Registrar & Deputy Press Registrar |
| **Data Entry Operator (BS-14)** | 2nd Class or Grade "C" Bachelor's degree with Computer Science/Statistics/Mathematics/ Physics from a University recognized by the Higher Education commission.<br>Minium Speed of 10,000 key depression per hour for data entry/verification | 18-25Y | At least 2-years' experience | ▪ Provide administrative support including data entry, processing files, and operating standard office equipment including printers, faxes, scanners, and copiers.<br>▪ Maintain accurate and complete documentation of policies and procedures.<br>▪ Prepare data spreadsheets, charts, graphs, and other documents for NOC and Registration cases (including both new and old records) as required.<br>▪ Maintain a standard filing system for easy and quick document assessment and retrieval.<br>▪ Provide technical assistance to officers and other staff as needed. |
| **Upper Division Clerk** | Intermediate<br>Minimum Typing Speed of 40 w.p.m<br>3 weeks Basic IT Training Course (including MS, Office) conducted by NITB. | 18-25Y | At least 2-years' experience in lower grade | |
| **Dispatch Rider** | Primary Pass.<br>Valid driving license holder and well-versed in the traffic rules. | Maximum-30-Y | | |

**حکومت پاکستان**
**اطلاعات و نشریات کی وزارت**
**(پریس رجسٹرار کا دفتر)**
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## خالی آسامیاں

**وزارتاطلاعات کی نشریات، اسلام آباد کو کنٹریکٹ کی بنیاد پر درج ذیل پراجیکٹ پوزیشن سکیل پالیسی کے مطابق تقرری کےلیے اہلتجربہ کار اور افراد کی خدمات درکار ہیں**

| پے اسکیل | پوسٹس کی تعداد | قابلیت | تجربہ | پوسٹ کا نام |
|---|---|---|---|---|
| PPS-08 | 01 | کمپیوٹر سائنس میں فرسٹ کلاس یا گریڈ 'B' ماسٹرز کی ڈگری/CS(-سال) IT/کمپیوٹنگ الیکٹرانکس یا اس کے مساوی | 10 سال کا تجربہ جس میں سے 5 سالہ پراجیکٹ مینجمنٹ، ICT، LAN، ویب یا سافٹ ویئر میں پوسٹ کوالیفکیشن کا تجربہ۔ | ڈپٹی ڈائریکٹر (آئی ٹی) |
| PPS-06 | 01 | IT/CS/کامرس/آرٹس/کمپیوٹر انجینئرنگ مینجمنٹ میں سیکنڈ کلاس یا گریڈ 'C' بیچلر ڈگری یا اس کے مساوی | 2 سال کا تجربہ جس میں سے مقامی وائڈ ایریا نیٹ ورکس (LAN/WAN) کے ڈیزائن، تنصیب اور دیکھ بھال کا 2 سال کا تجربہ اچھی شہرت کی مقامی یا غیر ملکی تنظیم میں | ٹیکنیکل اسسٹنٹ |
| PPS-05 | 02 | ہائر ایجوکیشن کمیشن کے ذریعہ تسلیم شدہ کمپیوٹر سائنس میں سیکنڈ کلاس یا گریڈ "C" بیچلر ڈگری یا تکنیکی تعلیم کے تسلیم شدہ بورڈ سے کمپیوٹر سائنس/انفارمیشن ٹیکنالوجی میں ایک سالہ ڈپلومہ کے ساتھ کسی تسلیم شدہ یونیورسٹی سے کلاس بیچلر کی ڈگری۔ | کم از کم 2 سال کا تجربہ | آئی ٹی اسسٹنٹ |
| PPS-05 | 01 | کمپیوٹر سائنس کے ساتھ 2nd کلاس یا گریڈ "C" بیچلر ڈگری/۔ ایچ ای سی کی طرف سے تسلیم شدہ یونیورسٹی سے شماریات/ریاضی/فزکس۔ 10,000 کلیدی ڈپریشن کی کم سے کم رفتار۔ ڈیٹا انٹری/ تصدیق کے لیے فی گھنٹہ | کم از کم 2 سال کا تجربہ | ڈیٹا انٹری آپریٹر |
| PPS-04 | 01 | انٹرمیڈیٹ کم از کم ٹائپنگ کی رفتار 40 ڈبلیو پی ایم 3 ہفتہ کا بنیادی آئی ٹی ٹریننگ کورس (بشمول ایم ایس، آفس) NITB کے ذریعے منعقد کیا گیا | نچلے گریڈ میں کم از کم 2 سال کا تجربہ | اپ ڈویژن کلرک |
| PPS-01 | 01 | پرائمری پاس درست ڈرائیونگ لائسنس ہولڈر اور ٹریفک قوانین سے اچھی طرح واقف۔ | | ڈسپیچ رائٹر |

1. تمام پوسٹیں میرٹ کوٹہ کے خلاف ہیں۔
2. مندرجہ بالا پوسٹوں کی تفصیل پریس رجسٹرار آفس کی آفیشل ویب سائٹ پر دستیاب ہے(http://www.opr.gov.pk)۔
3. دلچسپی رکھنے والے امیدوار اشتہار کے بعد اشاعت کے 15 دنوں کے اندر درخواست دے سکتے ہیں۔
4. صرف شارٹ لسٹ کیے گئے امیدواروں کو انٹرویو کے لیے بلایا جائے گا۔
5. ٹیسٹ/انٹرویو کے لیے کوئی TA/DA قابل قبول نہیں ہوگا۔

**ڈپٹی پریس رجسٹرار (DPR)**
**وزارت اطلاعات و نشریات**
**پریس رجسٹرار کا دفتر**
**بینیولنٹ فنڈ بلڈنگ، زیرو پوائنٹ، اسلام آباد**
**اسلام آباد – فون: 051-9252279**