

## GUIDELINES FOR ONLINE SUBMISSION OF APPLICATIONS

### *Important Note/Information for the applicants:*

- It is in the interest of the applicants to study in detail and thoroughly observe the guidelines given in this document before and while applying online.
- Browsers including Internet Explorer version 8.0 or higher, Mozilla Firefox, Google Chrome etc. are supported.
- In case of abnormal delay/wait in loading of web pages, close the browser window and revisit/reload the site. It is also suggested to clear browser history.
- Single Copies of testimonials are required to be forwarded to S&GAD along with one hardcopy of online application for each post you apply.
- The hardcopy generated through the system should be preserved by the applicant for their own record purpose.
- Applicants should apply online immediately without waiting for the closing date of the advertisement.
- Before applying online, please check the advertisement thoroughly and ensure that you fulfill all the requirements including qualification, age, gender, domicile, experience etc. for the post you intend to apply.
- The details of posts as advertised in the consolidated advertisement can be seen through jobs” link available on the website. [www.jobs.sngad.gok.pk](http://www.jobs.sngad.gok.pk)
- Submitting online applications without having required qualification, experience etc., or submitting fake/bogus/test online applications may cause disqualify the applicant.
- For assistance only regarding Online Application Submission, please call S&GAD facilitation centre/helpline 05822-924116 during office hours (Monday to Friday) or E-Mail us at [jobinfo@sngad.gok.pk](mailto:jobinfo@sngad.gok.pk)

**How to apply online:**

Visit Services and General Administration AJ&K website [www.jobs.sngad.gok.pk](http://www.jobs.sngad.gok.pk)

1. Select “Jobs” link, as displayed under
2. Following screen will appear
3. Select ‘Apply Online’ option.

New Jobs							
<p>Do not wait for the closing date, APPLY NOW</p> <p>اگر آپ کسی آسامی کے لیے اہل ہیں اور درخواست دینا چاہتے ہیں تو آخری تاریخ کا انتظار نہ کریں ابھی ان لائن اپلائی کریں</p>							
Sr.#	Name of Post	BPS	Positions	Quota/District	Qualification	Last Date	Apply
1	Web Designer	17	1	Muzaffarabad=1	i.MSC (2nd class) BS 4 year in Computer Science/IT from a recognized university.  Maximum Age:40	2015-10-31	<a href="#">Apply Online</a>
2	Chief Statistical Officer	18	2		M.A Economics/Statistics/ Commerce/Agriculture Economics/ Public Finance/ Sociology/ Anthropology/ Computer Science/Business Administration/Public Administration or equivalent qualification with 5 years experience. Maximum Age:40	2015-10-31	<a href="#">Apply Online</a>

4. Following screen will appear

**Apply Online**

Name of post **ComputerProgrammer:B17**

Post Detail			
Post Name	ComputerProgrammer	BPS	17
Qualification	i.MSC (2nd class) BS 4 year in Computer Science from a recognized university.		
District Quota	District Kotli		
No of Post	1	Last Date	2015-10-31
Age Limit (Years)	21 to 40	Section	

sn7kqt

Type Above Code\*

☐ I accept Terms & Conditions

Terms & Conditions

Login Register Now

5. Select Job you want to apply. All jobs available will be listed down.
6. Upon selection of the required job, the detailed requirements for the selected job will appear as below.
7. Thoroughly study the requirements for the post. If you fulfill all the requirements including qualification, experience, domicile, religion, gender, age etc. and also interested to apply for the post, select 'Register Now' if not already registered Otherwise select login. (DO NOT apply for the post if you do not possess all required conditions for the post).

8. When you select 'Register Now', following screen will appear

**New Registration**

\* required field

Full Name \*

CNIC Number \*

Confirm CNIC Number \*

Date of Birth \*

24-08-1997

Gender \*

☒ Male ☐ Female

District/Domicile \*

Neelum ▼

Email Address \*

Confirm Email Address \*

Password \*

Confirm Password \*

7967pd

Type Above Code \*

Proceed to Next

Already Register

Do not wait for the closing date. APPLY NOW

9. Enter your Full Name and press Tab Key
10. Enter your CNIC number and press Tab Key
11. Re-Type your CNIC number and press Tab Key
12. Select Date of Birth

◀

🏠

October 1997 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

13. Select Gender, District/Domicile, email address, password and security code and click on "Proceed to Next"

14. Following screen will appear if your data is validated.

Basic Information

View Your CV

Name

Rana Manzoor

Father's/Husband's Name

Son of

Manzoor Khan

CNIC Number

8220315225222

Date of Birth

1980-11-30

Gender

☒ Male ☐ Female

District/Domicile

Muzaffarabad

Permanent Address

P.O Danna Kachili District & Tehsil Muzaffarabad AJK

Postal Address

New Secretariat Planning & Development Department Block # 11 Muzaffarabad

Cell No.

0345XXXXXXX

03451010301

Alternate No. 03111010302

Residence/Office No.

05822921092

Email Address

xyz.rj@gmail.com

Upload Your Recent Photograph

Browse...

No file selected.

[JPG,GIF,PNG]

[Passport size] Max upto 1 MB

Update

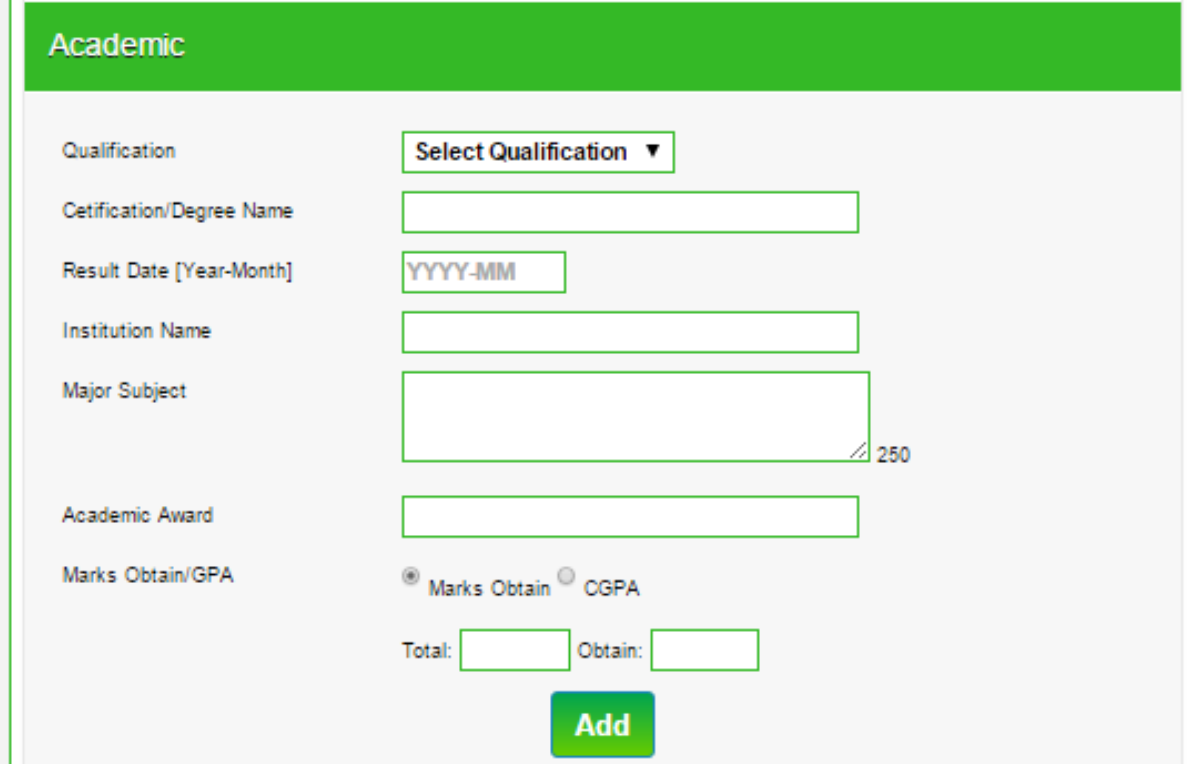
15. Enter the remaining data in the fields “Father's/Husband's Name, Permanent Address, Postal Address, Cell No, Residence/Office No & Upload your recent photograph size not more than 60 KB in jpeg, png or gif format only”

16. Click update to save your data.

17. Success or failure message will be display on screen.

18. Select “Academic” option to add education(s) as mentioned in the advertisement (You must possess the required degree as mentioned on screen. Do not apply, if you do not possess the required degree).

**19. Following screen will appear**



The screenshot shows a web form titled "Academic" with a green header. The form contains the following fields and options:

- Qualification:** A dropdown menu with the text "Select Qualification" and a downward arrow.
- Certification/Degree Name:** A text input field.
- Result Date [Year-Month]:** A text input field with the placeholder "YYYY-MM".
- Institution Name:** A text input field.
- Major Subject:** A text input field with a character count "250" at the bottom right.
- Academic Award:** A text input field.
- Marks Obtain/GPA:** Two radio buttons labeled "Marks Obtain" and "CGPA".
- Total:** A text input field.
- Obtain:** A text input field.
- Add:** A green button with white text.

20. Select Qualification for dropdown box.

21. Enter your Certification/Degree Name.

22. Choose “Result Date” from the calendar of the entered qualification.

23. Enter “Institution Name” of the entered qualification.

24. Enter “Major Subject” of the entered qualification.

25. Select “Marks Obtain”, “CGPA” option, whichever is applicable, for the entered qualification

26. Click “Add” button to save the qualification.

27. Repeat above steps from Serial 20-26 to further add more Education Records, if any. (Max 10 records can be entered).

28. Select “Experience” option to add Experience(s) as mentioned in the advertisement. Do not apply, if you do not possess the required Experience).

**29. Following screen will appear**

**Experience**

Maximum 10 Experience Allowed

Job Title

Date From  To:  ☐ To Present

Organization Name

BPS/Scale

Major Responsibilities

250

**Add**

30. Enter the “Job Title”

31. Select “From Date” and “To Date” or “To Present” from the calendar

32. Enter the “Organization Name”

33. Enter “BPS/Scale”, if any

34. Enter the “Major Responsibilities” name

35. Click “Add” button to save the experience.

36. Repeat above steps from Serial 30-35 to further add more Experience Records, if any. (Max 10 records can be entered).

37. Select “Course/Training” option to add Courses/Training.

**38. Following screen will appear**

Course Training

Maximum 10 Course Training Allowed

Traning Name

Organization/Institution Name

250

Date From

To:

Type

Local Pakistan ▾

Add

39. Enter the “Training Name”

40. Enter the “Organization/Institution Name”

41. Select “From Date” and “To Date” from the calendar

42. Select the “Type”

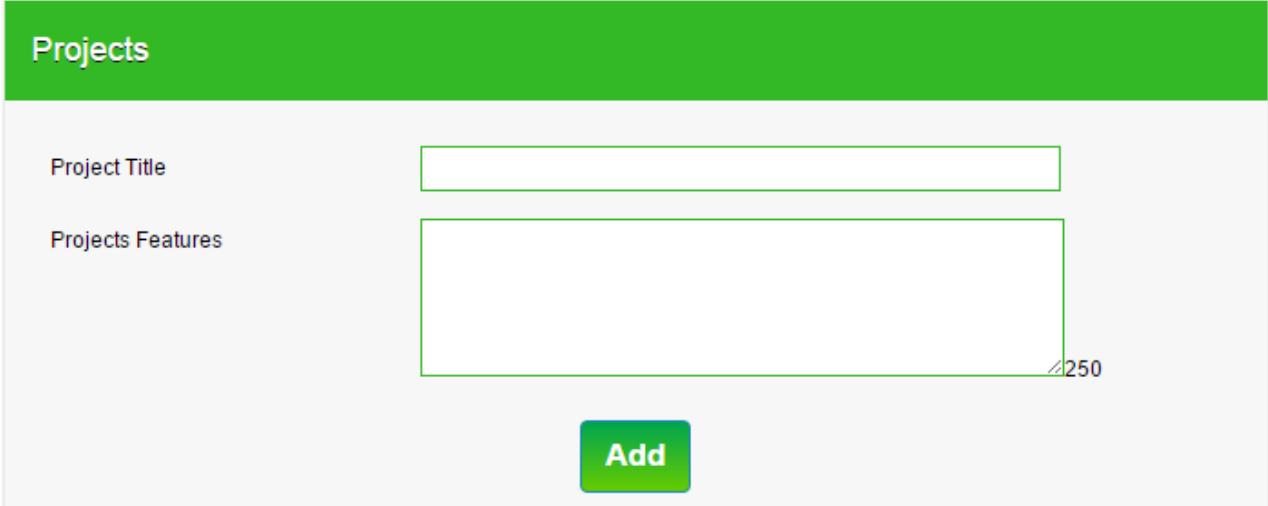
43. Click “Add” button to save the Course/Training.

44. Repeat above steps from Serial 39-43 to further add more Course/Training Records, if any.  
(Max 10 records can be entered).



45. Select “Projects” option to add Projects.

**46. Following screen will appear**

The screenshot shows a web interface for adding projects. At the top is a green header bar with the word "Projects" in white. Below the header is a light gray form area. On the left side of the form, there are two labels: "Project Title" and "Projects Features". To the right of "Project Title" is a single-line text input field. To the right of "Projects Features" is a larger, multi-line text area. In the bottom right corner of the text area, there is a small icon of a document with a checkmark and the number "250". At the bottom center of the form is a green button with the word "Add" in white.

47. Enter the “Project Title”

48. Enter the “Projects Features”

49. Click “Add” button to save the Projects.

50. Repeat above steps from Serial 47-49 to further add more Projects Records, if any. (Max 10 records can be entered).

51. Select “Apply Online” option to submit you application online.

52. Following screen will appear

Jobs in P&DD

- New Jobs
- Apply Online
- My Account
- Current Application
- Application Status
- Change Password
- Logoff

Planning

- Home

Related Links

- Planning Commission of Pakistan
- P&DD Punjab
- P&DD Sindh
- P&DD KPK
- Economic Affairs Division

Apply Online

Name of post Web Designer:B17

Post Detail			
Post Name	Web Designer	BPS	17
Qualification	i.MSC (2nd class) BS 4 year in Computer Science/IT from a recognized university.		
District Quota	Muzaffarabad=1		
No of Post	1	Last Date	2015-10-31
Age Limit (Years)	21 to 40	Section	

pbvqvm

Type Above Code\*

pbvqvm

☐ I accept Terms & Conditions

Terms & Conditions

Apply

53. Select the “Name of post” you want to apply

54. Wait for “Post Detail” appears below.

55. Thoroughly study the requirements for the post. If you fulfill all the requirements including qualification, experience, domicile, religion, gender, age etc.

56. Enter Security Code.

57. Accept Terms & Conditions



58. Select ‘Apply’ to submit your application online. (DO NOT apply for the post if you do not possess all required conditions for the post).

59. Following screen will appear

Application Status
<b>Your Application Successfully Submit!</b>
View your Application form and take a print and send to P&DD with your attested document. No Application will entertained without this application form.
<a href="#">View Your Application</a>

60. Select “View your Application”

61. Following screen will appear

Application for the post of RESEARCH OFFICER/ASSISTANT DIRECTOR (BPS-17)		1009
<b>Basic Information</b>		
<b>Rana Manzoor</b>		Edit Your CV 
Father's/Husband's Name	S/O: Muhammd Manzoor Khan	
CNIC Number	8220313006883	
Date of Birth	1980-11-30	
Gender	male	
District/Domicile	1	
Permanent Address	P.O Danna Kachili District & Tehsil Mzd AJK	
Postal Address	New Secretariat Planning & Development Department Block # 11 Muzaffarabad	
Cell No.	03450033000 Alternate No. 03110033000	
Residence/Office No.	164646465465	
Email Address	xyz.rj@gmail.com	

### Declaration

I certify that the statement made by me in the answer to the foregoing questions are true, completed and correct to the best of my knowledge and belief. I fulfill all the requirements including educational qualification, experience, age, domicile etc., any misrepresentation or omission discover even after appointment may render my appointment liable to termination in addition to the action decided by the Department. I have also carefully read the **Instructions to the candidates** and I am bound by the terms and conditions contained therein.

Applicant's Signature

Applicant's Signature

Date:

### For Official Use Only

Received By Name & Designation	
Date & Time	
Remarks	
Recipient's Signature	

62. Select "Print" button to print your application
63. Print 2 copies of online application send one copy to P&DD and one for your own record.
64. Duly signed your online printed application along with 3 latest passport size photographs, copy of CNIC, academics record, experience certificate, domicile, state subject and CV within 3 days after due date to address below.
65. **Block # 3 Services and General Administration New Civil Secretariat, Muzaffarabad AJ&K.**

### 66. Login

### Candidate Login

CNIC \*

8220300000005

Password \*

\*\*\*\*\*

Login

Register Now

[Forget Password](#)

67. Enter "CNIC"
68. Enter "Password"
69. Click "Login"

## 70. Forget Password

**Recover Password**

CNIC \*

**Recover Password**

Login

71. Enter “CNIC”

72. Click “Recover Password”

اگر آپ کسی آس اے لی مل ہوں اور درخویش تینا چاہتے  
ہوں تو آخر وقت کا انتظام کریں ابھی آن۔ ئن اپیہ کریں