

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
- 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

How to apply online:

Visit Services and General Administration AJ&K website www.jobs.sngad.gok.pk

1. Select "Jobs" link, as displayed under
2. Following screen will appear
3. Select 'Apply Online' option.

New Jobs							
Do not wait for the closing date, APPLY NOW اگر آپ کسی آسامی کے لیے اہل ہیں اور درخواست دینا چاہتے ہیں تو آخری تاریخ کا انتظار نہ کریں ابھی آن لائن اپلائی کریں							
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	Apply Online
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	Apply Online

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 *

Gender * Male Female

District/Domicile *

Email Address *

Confirm Email Address *

Password *

Confirm Password *



Type Above Code *

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	<input type="text" value="Rana Manzoor"/>	
Father's/Husband's Name	<input type="text" value="Son of"/> <input type="text" value="Manzoor Khan"/>	
CNIC Number	<input type="text" value="8220315225222"/>	
Date of Birth	<input type="text" value="1980-11-30"/>	
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female	
District/Domicile	Muzaffarabad	
Permanent Address	<input type="text" value="P.O Danna Kachili District & Tehsil Muzaffarabad AJK"/>	250
Postal Address	<input type="text" value="New Secretariat Planning & Development Department Block # 11 Muzaffarabad"/>	250
Cell No.	<input type="text" value="0345X000000X"/> <input type="text" value="03451010301"/>	Alternate No. <input type="text" value="03111010302"/>
Residence/Office No.	<input type="text" value="05822921092"/>	
Email Address	<input type="text" value="xyz.rj@gmail.com"/>	
Upload Your Recent Photograph	<input type="button" value="Browse..."/> <input type="text" value="No file selected."/> <small>[JPG,GIF,PNG]</small> <small>[Passport size] Max upto 1 MB</small>	

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 date picker showing "YYYY-MM".
- Institution Name:** A text input field.
- Major Subject:** A text input field with a character limit of 250.
- Academic Award:** A text input field.
- Marks Obtain/GPA:** Two radio buttons: "Marks Obtain" (selected) 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

The screenshot shows a web form titled "Course Training" with a green header. Below the header, there is a red text notification: "Maximum 10 Course Training Allowed". The form contains the following fields:

- Traning Name:** A single-line text input field.
- Organization/Institution Name:** A multi-line text input field with a character count of 250.
- Date From:** A date selection field.
- To:** A date selection field.
- Type:** A dropdown menu currently showing "Local Pakistan".

At the bottom center of the form is a green "Add" button.

39. Enter the “Training Name”

40. Enter the “Organization/Institution Name”

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

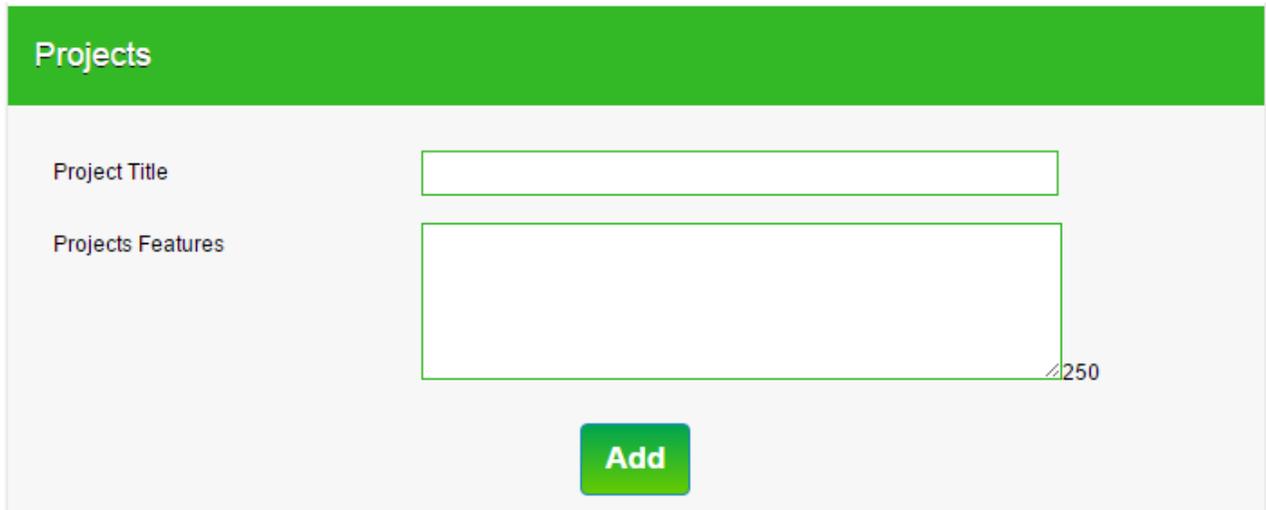
42. Select the “Type”

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, there is a green header bar with the word "Projects" in white. Below the header, the form is set against a light gray background. It contains two input fields: "Project Title" with a single-line text box, and "Projects Features" with a larger multi-line text box. A small "250" character count is visible in the bottom right corner of the "Projects Features" text box. At the bottom center of the form is a green button with the word "Add" in white text.

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*

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
Your Application Successfully Submit!
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.
View Your Application

60. Select “View your Application”

61. Following screen will appear

Application for the post of RESEARCH OFFICER/ASSISTANT DIRECTOR (BPS-17)		1009
Basic Information		
Rana Manzoor		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
	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 *	<input style="width: 150px;" type="text" value="822030000005"/>
Password *	<input style="width: 150px;" type="password" value="*****"/>

[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 ا م کے لی مے اور درخ و بلن تین ا چاہتے
ہیں تو آخر وقت کا ا ن ت ظار بن کریں ابھی ا ن . ی ن اپنی کریں