

## Eligibility Criteria for Administrative positions

S. No	Position	Gender	Age Limit	Eligibility Criteria
01.	<b>Information Officer</b> (BPS-17) Regular / Contract	Female	43 years as on closing date of the applications (including age relaxation granted by Government of Balochistan)	M.A in Mass Communication or equivalent with at least 2nd division. At least 3 years experience in relevant field. Candidate must be Computer proficient
02.	<b>Personal Secretary</b> (BPS-16 ) Regular/Contract	Female		B.A/B.Sc having 03 year experience on similar post.
03.	<b>Assistant Computer Operator</b> (BPS-12 ) Regular/Contract	Male/ Female		Intermediate with typing speed of 30 w.p.m Preference will be given to those who have sufficient relevant experience and computer certificate.
04.	<b>Junior Clerk</b> (BPS-11) Regular / Contract	Male/ Female		Matriculate (Second division) with typing skill of 30 words per minutes. Preference will be given to the candidates having Computer skills i.e. MS word, MS Excel, MS power point etc.
05.	<b>Supervisor</b> (BPS-07) Regular / Contract	Male/ Female		Matriculation with 3 years relevant experience.
06.	<b>Security Guard</b> (BPS-05) Regular / Contract	Male/ Female		Matric having atleast 3 years relevant experience. Preference will be given to ex-serviceman