



# DEPARTMENT OF CONTROLLER GENERAL OF ACCOUNTS

## SITUATIONS VACANT

Applications are invited from the Pakistani nationals (Male/Female) for the following Non- Gazatted posts lying vacant in the Department of Controller General of Accounts on regular basis:

S.No.	Name of Post	No. of Posts	Provincial/Regional Quota	Age	Minimum Qualification/relevant experience
<b>Controller General of Accounts (HQ)</b> <b>Address: Office of the Controller General of Accounts, FBC Building, G-5/2, Islamabad</b>					
1.	Naib Qasid (BPS-01)	04	Local	18-25 Years	Primary Pass
2.	Chowkidar (BPS-01)	01	Local	18-25 Years	Primary Pass
<b>Accountant General Pakistan Revenues, Islamabad</b> <b>Address: Office of the Accountant General Pakistan Revenues, G-8/4, Islamabad</b>					
3.	Junior Auditor (BPS-11)	42	Merit =03, Punjab = 23 [Merit=20, Women=02, Minority 01], Sindh(R) =05[Merit=02, Women 02, Minority 01] Sindh(U)=02, KP=05[Merit=04, Minority=01], Balochistan = 02, AJ&K = 01, FATA = 01	18-25 Years	i. 2 <sup>nd</sup> class Bachelor Degree in Commerce from HEC recognized University. ii. Computer literate with typing speed 30 words per minute.
<b>Accountant General Pakistan Revenues, Sub Office, Karachi</b> <b>Address: Adjacent Audit and Accounts Complex, Gulshan-e-Iqbal, Block-11, University Road, Karachi</b>					
4.	Junior Auditor (BPS-11)	14	Sindh(U)=06 [Merit=05, Women=01] Sindh (R) = 08 [Merit=07, Women=01]	18-25 Years	i. 2 <sup>nd</sup> class Bachelor Degree in Commerce from HEC recognized University. ii. Computer literate with typing speed 30 words per minute.
<b>Accountant General Pakistan Revenues, Sub Office, Lahore</b> <b>Address: 8<sup>th</sup> Floor Accountant General Office Complex, Turner Road, Lahore</b>					
5.	Junior Auditor (BPS-11)	17	Punjab = 17 [Merit=14, Women=02, Minority=01]	18-25 Years	i. 2 <sup>nd</sup> class Bachelor Degree in Commerce from HEC recognized University. ii. Computer literate with typing speed 30 words per minute.
<b>Accountant General Pakistan Revenues, Sub Office, Peshawar</b> <b>Address: Office of the Accountant General, Khyber Pakhtunkhwa, 3<sup>rd</sup> Floor, Fort Road, Peshawar Cantt, Peshawar</b>					
6.	Junior Auditor (BPS-11)	10	Khyber Pakhtunkhwa = 10 [Merit = 09, Women = 01]	18-25 Years	i. 2 <sup>nd</sup> class Bachelor Degree in Commerce from HEC recognized University. ii. Computer literate with typing speed 30 words per minute.
7.	Naib Qasid (BPS-01)	04	Local	18-25 Years	Primary Pass
<b>Accountant General Pakistan Revenues, Sub Office, Quetta</b> <b>Address: Audit and Accounts Complex, Zarghoon Road, Quetta</b>					
8.	Junior Auditor (BPS-11)	03	Balochistan =03 [Merit = 03]	18-25 Years	i. 2 <sup>nd</sup> class Bachelor Degree in Commerce from HEC recognized University. ii. Computer literate with typing speed 30 words per minute.
9.	Naib Qasid (BPS-01)	04	Local	18-25 Years	Primary Pass

<b>Accountant General, Punjab, Lahore</b>					
<b>Address: Office of the Accountant General, Punjab, AG Complex, Turner Road, Lahore</b>					
10.	Junior Auditor (BPS-11)	203	Punjab = <b>203</b> [Merit = <b>157</b> , Women = <b>24</b> Minorities = <b>12</b> , Disable = <b>05</b> AJ&K = <b>05</b> ]	18-25 Years	i. 2 <sup>nd</sup> class Bachelor Degree in Commerce from HEC recognized University. ii. Computer literate with typing speed 30 words per minute.
11.	Naib Qasid (BPS-01)	10	Local [Merit = <b>08</b> Women = <b>01</b> Minority = <b>01</b> ]	18-25 Years	Primary Pass

<b>Accountant General, Sindh, Karachi.</b>					
<b>Address: Pakistan Audit and Accounts Complex, Gulshan-e-Iqbal, Block-11, University Road, Karachi</b>					
12.	Steno-Typist (BPS-14)	03	Sindh (R) = <b>02</b> Sindh (U) = <b>01</b>	18-25 Years	i. Intermediate with 80/40 w.p.m speed in shorthand/typing respectively. ii. Computer literate preferable.
13.	Junior Auditor (BPS-11)	91	Sindh (U) = <b>28</b> Sindh (R) = <b>41</b> Women = <b>12</b> Minorities = <b>07</b> Disable = <b>03</b>	18-25 Years	i. 2 <sup>nd</sup> class Bachelor Degree in Commerce from HEC recognized University. ii. Computer literate with typing speed 30 words per minute.
14.	Dispatch Rider (BPS-04)	01	Local	18-30 Years	i. Primary pass ii. Valid driving license holder well versed in traffic rules.
15.	Daftari (BPS-01)	09	Local	18-25 Years	Primary Pass
16.	Naib Qasid (BPS-01)	09	Local	18-25 Years	Primary Pass
17.	Chowkidar (BPS-01)	04	Local	18-25 Years	Primary Pass

<b>Accountant General, Balochistan, Quetta</b>					
<b>Address: Audit and Accounts Complex, Zarghoon Road, Quetta</b>					
18.	Steno-Typist (BPS-14)	01	Balochistan = <b>01</b>	18-25 Years	i. Intermediate with 80/40 w.p.m speed in shorthand/typing respectively. ii. Computer literate preferable
19.	Junior Auditor (BPS-11)	14	Balochistan = <b>14</b>	18-25 Years	i. 2 <sup>nd</sup> class Bachelor Degree in Commerce from HEC recognized University. ii. Computer literate with typing speed 30 words per minute.

<b>Accountant General, Khyber Pakhtunkhwa, Peshawar</b>					
<b>Address: Office of the Accountant General, Khyber Pakhtunkhwa, Fort Road, Peshawar</b>					
20.	Junior Auditor (BPS-11)	52	Khyber Pakhtunkhwa = 52 [Merit = <b>43</b> Women = <b>05</b> Minority = <b>03</b> Disable = <b>01</b> ]	18-25 Years	i. 2 <sup>nd</sup> class Bachelor Degree in Commerce from HEC recognized University. ii. Computer literate with typing speed 30 words per minute

<b>Director General Accounts Works, Lahore</b>					
<b>Address: 5<sup>th</sup> Floor Accountant General Office Complex, Turner Road, Lahore</b>					
21.	Junior Auditor (BPS-11)	18	Punjab = <b>18</b> [Merit = <b>15</b> Women = <b>02</b> Minority = <b>01</b> ]	18-25 Years	i. 2 <sup>nd</sup> class Bachelor Degree in Commerce from HEC recognized University. ii. Computer literate with typing speed 30 words per minute
22.	Naib Qasid (BPS-01)	05	Local [Merit = <b>01</b> Women = <b>03</b> , Minority = <b>01</b> ]	18-25 Years	Primary Pass

**Directorate General (MIS/FABS), Islamabad**

<b>Address: CGA Complex, FBC Building, G-5/2, Islamabad</b>					
23.	Data Entry Operator (BPS-14)	12	Federal = 03 (Punjab=02, Sindh=01) <b>(to be posted in Islamabad)</b> Punjab = 06 KP = 02 Balochistan = 01 <b>[to be posed in respective region]</b>	18-25 Years	Bachelor degree in Physics/statistics/Mathematics/Economics with minimum speed of 10,000 key depression per hour.
24.	Junior Auditor (BPS-11)	02	Punjab = 01 Sindh = 01	18-25 Years	i. 2 <sup>nd</sup> class Bachelor Degree in Commerce from HEC recognized University. ii. Computer literate with typing speed 30 words per minute
25.	Driver (BPS-04)	01	Local	18-30 Years	i. Primary pass ii. Valid driving license holder well versed in traffic rules

**Directorate of Budget & Accounts, Pak PWD, Islamabad.**

**Address: Directorate of Budget & Accounts, Pak PWD G-9/1, Islamabad**

26.	Junior Auditor (BPS-11)	05	Merit = 01 Punjab = 01 KP = 01 Sindh (U) = 01 Sindh (R) = 01	18-25 Years	i. 2 <sup>nd</sup> class Bachelor Degree in Commerce from HEC recognized University. ii. Computer literate with typing speed 30 words per minute
27.	Naib Qasid (BPS-01)	03	Local	18-25 Years	Primary Pass

**Directorate of Accounts, Pakistan Post Office Department, Lahore**

**Address: Directorate of Accounts, Pakistan Post Office Department 4<sup>th</sup> Floor Audit Complex, Mouj-e-Darya Road, Lahore**

28.	Junior Auditor (BPS-11)	52	Merit = <b>04</b> , Punjab = <b>20</b> [including 02 women] Sindh (R) = <b>04</b> [Including 02 women (01 Minority 01 Disable)] Sindh (U) = <b>04</b> [Including 1 Minority] KP = <b>10</b> [Including 01 Women, 01 Minority] Balochistan = <b>05</b> FATA = <b>04</b> [including 01 women] AJ&K = <b>01</b>	18-25 Years	i. 2 <sup>nd</sup> class Bachelor Degree in Commerce from HEC recognized University. ii. Computer literate with typing speed 30 words per minute
29.	Sorter (BPS-03)	04	Local	18-25 Years	Middle Pass
30.	Driver (BPS-04)	01	Local	18-30 Years	i. Primary pass ii. Valid driving license holder well versed in traffic rules
31.	Naib Qasid (BPS-01)	04	Local	18-25 Years	Primary Pass

**Office of the Chief Accounts Officer, Ministry of Foreign Affairs, Islamabad.**

**Address: Office of the Chief Accounts Officer, Ministry of Foreign Affairs Constitution Avenue, G-5/1, Islamabad**

32.	Cashier (BSP-12)	01	Merit = <b>01</b>	18-25 Years	2 <sup>nd</sup> Class Bachelor degree from HEC recognized university.
33.	Junior Auditor (BPS-11)	06	Merit = <b>01</b> Sindh (R) = <b>01</b> Sindh (U) = <b>01</b> Balochistan = <b>01</b> Punjab = <b>01</b> (Disable) Khyber Pakhtunkhwa = 01	18-25 Years	i. 2 <sup>nd</sup> class Bachelor Degree in Commerce from HEC recognized University. ii. Computer literate with typing speed 30 words per minute
34.	Naib Qasid (BPS-01)	03	Local	18-25 Years	Primary

<b>Office of the Chief Accounts Officer, Pakistan Mint, Lahore.</b> <b>Address: Office of the Chief Accounts Officer, Pakistan Mint, Baghbanpura, Lahore</b>					
35.	Driver (BPS-04)	01	Punjab = <b>01</b>	18-30 Years	i. Primary pass ii. Valid driving license holder well versed in traffic rules
<b>Office of the Chief Accounts Officer, Geological Survey of Pakistan, Quetta.</b> <b>Address: Office of the Chief Accounts Officer, Geological Survey of Pakistan, Sariab Road, Quetta</b>					
36.	Data Entry Operator (BPS-14)	03	Punjab = <b>01</b> Sindh (R) = <b>01</b> Balochistan = <b>01</b>	18-25 Years	Bachelor degree in Physics/statistics/Mathematics/Economics with minimum speed of 10,000 key depression per hour.
37.	Junior Auditor (BPS-11)	03	Merit = <b>01</b> , Punjab = <b>01</b> Sindh (U) = <b>01</b>	18-25 Years	i. 2 <sup>nd</sup> class Bachelor Degree in Commerce from HEC recognized University. ii. Computer literate with typing speed 30 words per minute
38.	Lower Division Clerk (LDC) (BPS-09)	03	Merit = <b>01</b> , Punjab = <b>01</b> Sindh (U) = <b>01</b>	18-25 Years	Matric with minimum typing speed of 30 words per minute
39.	Driver (BPS-04)	01	Local	18-30 Years	i. Primary pass ii. Valid driving license holder well versed in traffic rules
40.	Naib Qasid (BPS-01)	01	Local	18-25 Years	Primary

**Important instructions/information:**

1. Application Form should be *submitted on the address mentioned against each office along with attested copies of all documents.*
2. Only shortlisted applicants will be called for test/interview
3. Five years' general age relaxation as per rules will be available.
4. Applicant already in government service should apply through proper channel.
5. Applicant may apply for more than one post by submitting separate Application Form for each post.
6. Applicant shortlisted for interview shall present his/her original documents along with set of attested copies of degrees/certificates etc. issued by HEC/recognized Boards/Universities/institutes at the time of interview.
7. Information provided in the Application Form will be verified and in case of any false or forged information and fake or bogus documents, the Department of Controller General of Accounts reserves the right to cancel candidature at any stage.
8. The Department of Controller General of Accounts reserves the right to cancel the recruitment process in part or whole, increase/decrease the number of posts.
9. No TA/DA will be admissible for the purpose of test/interview.
10. Applications, incomplete or received after the expiry date will not be entertained.
11. The selected candidate may be posted anywhere in Pakistan.

**The Application Form can be downloaded from the official website [www.cga.gov.pk](http://www.cga.gov.pk) of the Department of Controller General of Accounts. Applications along with attested copies of CNIC, one latest passport size photograph, educational degrees/certificates and domicile on the prescribed format must reach respective offices whose addresses are given above, within **15 days** from the date of advertisement.**

**DIRECTOR (ADMINISTRATION)**  
**OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS,**  
**FBC BUILDING, G-5/2, ISLAMABAD- PAKISTAN**  
**051-9220941**