PLANNING & DEVELOPMENT DEPARTMENT 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 P&DD 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 (http://jobs.pndajk.gov.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 P&DD facilitation centre/helpline 05822-921976 during office hours (Monday to Friday) or E-Mail us at jobinfo@pndajk.gov.pk

How to apply online:

Visit Planning & Development AJ&K website www.pndajk.gov.pk or visit http://jobs.pndajk.gov.pk

1. Select "Jobs" link, as displayed under

2. Following screen will appear
3. Select 'Apply Online' option.

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 it your data is validated.

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

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

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

39. Enter the "Training Name"
40. Enter the "Organization/Institution Name"
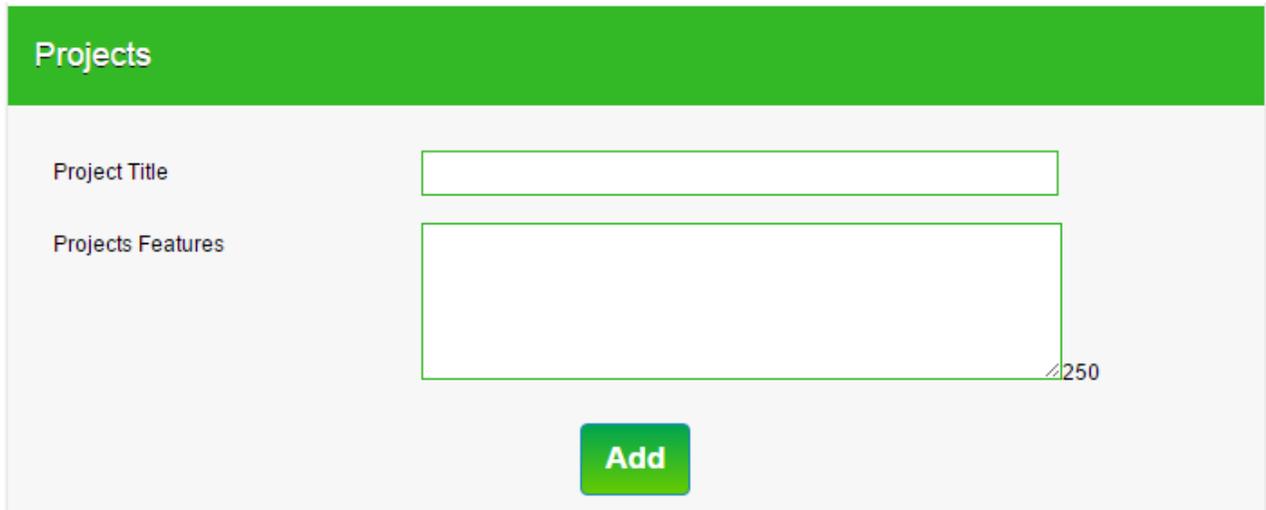41. Select "From Date" and "To Date" from the calendar
42. Select the "Type"
43. Click "Add" button to save the Course/Training.
44. Repeat above steps from Serial 39-43 to further add more Course/Training Records, if any. (Max 10 records can be entered).

45. Select "Projects" option to add Projects.
46. Following screen will appear

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

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

	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. **Kashmir Plan House, Block No.11 New Civil Secretariat, Muzaffarabad AJ&K.**

66. **Login**

Candicate 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 آ سا می کے لیے اہل ہیں اور درخواست دینا چاہتے
ہیں تو آخری تاریخ کا ا نتظار نہ کریں ابھی آن لائن اپلائی کریں