

SITUATIONS VACANT

Punjab Procurement Regulatory Authority (PPRA), Government of the Punjab intends to recruit the qualified/eligible persons in the Project titled "E-procurement Across Punjab" against the below-mentioned posts on Contract Basis till gestation period i.e. 30.06.2028.

Sr. No.	Name of Post	PPS	No. of Posts	Age		Qualification	Experience
				Min	Max		
01	Graphic Designer	5	01	-	35	Bachelor's degree in Graphic Design, Fine Arts, Multimedia Arts, or a related field	Proficiency in design software (Adobe Creative Suite: Photoshop, Illustrator, InDesign, After Effects, etc.) Strong understanding of typography, color theory layout, and branding principles. Ability to design both digital and print media. Knowledge of video editing and motion graphics (preferred) Minimum 2-3 years of professional design experience, preferably in a public sector or corporate environment. Experience: Minimum 2 years of relevant experience.
02	Communication Expert	5	01	-	35	Master's/ Bachelor's in Mass Communication, Public Relations, Journalism, Media Studies, or related field.	Strong written and verbal communication skills in English and Urdu. Experience in media handling, press releases, and public relations. Proficiency in developing communication strategies and campaigns. Familiarity with social media platforms, analytics, and trends. Ability to work under pressure and meet strict deadlines. Minimum 2

							years of relevant experience
03	Content Writer	5	01	-	35	Bachelor's/Master's in English, Mass Communication, Journalism, or related discipline	Excellent writing, editing, and proofreading skills in English (Urdu proficiency is a plus). Ability to write for diverse audiences and platforms (social media, official reports, website content). Strong research and analytical skills. Familiarity with SEO best practices and digital content trends. Creative storytelling and ability to simplify technical information. Time management and ability to handle multiple assignments. At least 1-2 years of professional experience in content writing, editing, or copywriting.
04	Data Analyst	4	1	-	35	Minimum 16 Years of Education with a Degree in Computer Sciences, Information Technology or related from a reputed HEC recognized local or foreign Institution with minimum 2.5 CGPA.	Must be fully proficient in PC Software's and skills like MS Office. Must have good communication skills. Assist PC/IT Administrator in day to day work. Minimum 2 years of relevant experience
05	Computer Operator	3	05	-	30	Minimum 12 Years of Education from a reputed HEC recognized local or foreign Institution.	Must have 40 wpm typing speed. Must be proficient in MS Office. Minimum 1 year of relevant experience is preferable
06	Driver	1	1	-	50	Middle	To be physically and mentally alert to maintain the office. Performs other duties as assigned and required. Relevant Experience Eye Sight: 6x6 , LTV License Holder

General Conditions:

- 1) Candidates must submit the application on the 'Application Form' given below and must attach each copy of Advertisement, attested photocopies of CNIC, Educational Certificates, Domicile Certificate, Experience Certificates and Three (03) passport size latest photographs latest by 22.05.2026 at reception in PPRA Office (3rd Floor, Alfalah Building, The Mall, Lahore) during official hours.
 - 2) The 'Application Form' can be downloaded from the website of Punjab Procurement Regulatory Authority <https://ppra.punjab.gov.pk> or may be obtained from PPRA office, before closing of the office hours.
 - 3) Applicants already in service are required to submit their applications along-with Departmental Permission / Through Proper Channel.
 - 4) Applicants must write name of the post on the top right corner of envelop.
 - 5) Only short listed candidates, who fulfill the requirement and have submitted their application complete in all respects, shall be called for test/interview.
 - 6) Late / Incomplete applications will not be entertained.
 - 7) No TA / DA will be admissible.
 - 8) The candidates must have domicile of Punjab.
 - 9) Age relaxation as per rules/policy is already included in the maximum age of every post.
 - 10) In case a candidate wishes to apply for more than one post, he/she must submit separate application form for each post.
 - 11) The quota for disabled persons, women, and minorities, she-males shall be as per Government Policy.
 - 12) Authority has the right to accept/reject or cancel any application, post or recruitment process.
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APPLICATION FORM

Name of the Post applied for _____

1. Name of the Applicant _____

2. Father Name _____

3. Address _____

4. Date of Birth _____

5. Contact No. _____

6. CNIC No. _____

7. Domicile _____

8. Gender _____

9. Applied against quota _____

10. Details:

Academic Qualification

Sr. No.	Degree / Certificate / Courses	Division / Grade / CGPA	Name of Board / University / Institute

Experience

Sr. No.	Valid Experience with designation	Department/ Organization	Total period of experience till closing date of application	Remarks (if any)

Signature of the Applicant _____

Date _____