

# 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](mailto:jobinfo@pndajk.gov.pk)

## How to apply online:

Visit Planning & Development AJ&K website [www.pndajk.gov.pk](http://www.pndajk.gov.pk) or visit <http://jobs.pndajk.gov.pk>

1. Select "Jobs" link, as displayed under

**Planning & Development Department**

Home Organizational Chart Sitemap Contact Us Feedback

**WELCOME TO THE PLANNING AND DEVELOPMENT DEPARTMENT MUZAFFARABAD**

**AJ&K GOVERNMENT VISION**

"Plan and embark AJ&K upon the path to help the people of AJ&K become highly educated, skilled, fully employed, prosperous and a happy population by providing efficient services and financial resources to develop the latent economic opportunities utilizing local resources".

**Planning & Development Department's Mission**

To plan for pro-poor integrated participatory development, aiming at resource conservation, value addition and skill enhancement.

**Planning & Development Department's Strategy**

- Short, Medium and Long Term Plan Preparation.
- Implementation, Monitoring, and Evaluation of Plans.
- Enhancing Social and Environmental Performance.
- Gender Sensitive Development.

**Hot Links**

- Azad Jammu & Kashmir Project Proposals for Donor Financing
- Annual Development Programmes (Year-wise)
- AJK Composite Schedule Of Rates (Updated 2015) **NEW!**
- Conference on Human And Institutional Capacity Development (HICD)
- Proforma for Un-Employed Youth of AJ&K
- Jobs**
- Get Application Form
- Skill Development
- Advertisement
- Azad Jammu Kashmir Community Development Program (AJKCDP)
- NGO FORM

Related Links

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 ان 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.  <b>Maximum Age:40</b>	2015-10-31	<a href="#" style="background-color: green; color: white; padding: 5px; border: 1px solid red; border-radius: 10px;">Apply Online</a>
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.  <b>Maximum Age:40</b>	2015-10-31	<a href="#" style="background-color: green; color: white; padding: 5px; border: 1px solid green; border-radius: 10px;">Apply Online</a>

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



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:

Father's/Husband's Name:

CNIC Number:

Date of Birth:

Gender:  Male  Female

District/Domicile: Muzaffarabad

Permanent Address:  250

Postal Address:  250

Cell No. 0345XXXXXXX  Alternate No.

Residence/Office No.

Email Address:

Upload Your Recent Photograph:   [JPG,GIF,PNG]  
[Passport size] Max upto 1 MB

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 "250" character limit indicator.
- 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 text input field.
- Organization/Institution Name:** A 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 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

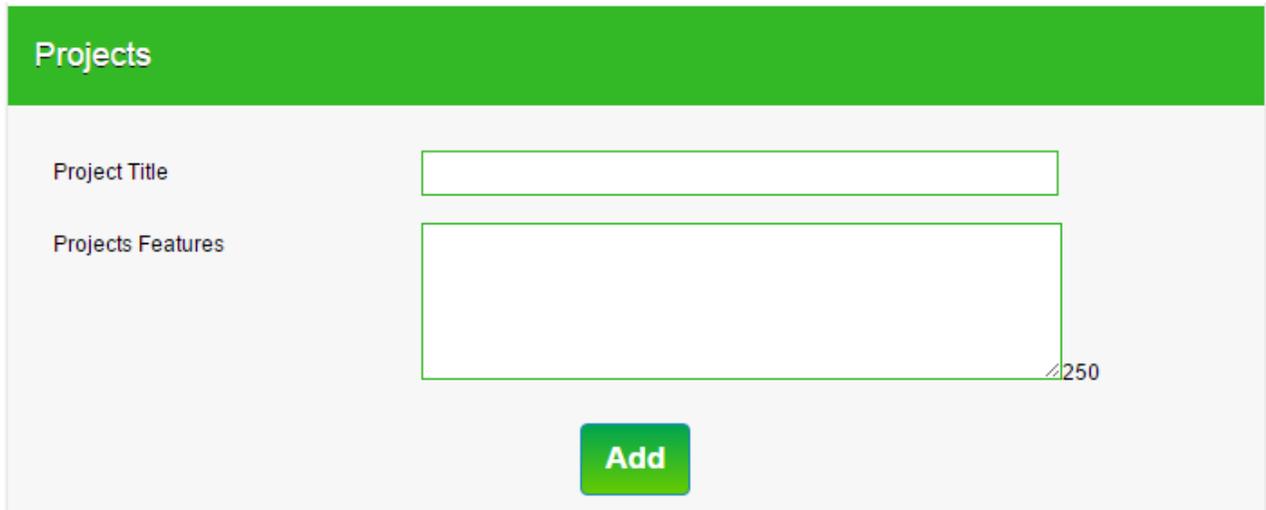
42. Select the “Type”

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. On the left side, there are two labels: "Project Title" and "Projects Features". To the right of "Project Title" is a single-line text input field. To the right of "Projects Features" is a larger multi-line text area. In the bottom right corner of this text area, there is a small icon of a document with a diagonal line and the number "250". Below the text input fields, centered horizontally, is a green rectangular 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
<b>Your Application Successfully Submit!</b>
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.
<a href="#">View Your Application</a>

**60. Select “View your Application”**

**61. Following screen will appear**

Application for the post of RESEARCH OFFICER/ASSISTANT DIRECTOR (BPS-17)		1009
<b>Basic Information</b>		
<b>Rana Manzoor</b>		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

### Candidate Login

CNIC \*

Password \*

[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 آسامی کے لیے اہل ہیں اور درخواست دینا چاہتے ہیں تو آخری تاریخ کا انتظار نہ کریں ابھی آن لائن اپلاہی کریں