

SITUATIONS VACANT

Applications from Pakistan nationals on prescribed proforma are invited to fill vacancy mentioned below:-

Sl. No.	Name of Posts with BS	Qualification and Experience	Age Limit (Years)	No. of Posts	Quota	Place of Posting
1.	Assistant Director (Accounts) (BS-17)	<p>(i) 2nd Class or Grade “C” Master degree in Business Administration (Finance/ Accounting)/ Economics/ Commerce from a University recognized by HEC.</p> <p>(ii) BS (04 Years) degree in Business Administration (Finance/ Accounting)/ Economics/ Commerce from a University recognized by HEC.</p> <p>(iii) Two years post qualification experience in the relevant field.</p> <p align="center">OR</p> <p>(i) 2nd Class or Grade “C” Master’s degree in Commerce from a University recognized by HEC.</p> <p>(ii) ACCA (Fundamental and Professional Levels) in addition to Master’s degree.</p> <p>(iii) One year post qualification experience in the relevant field.</p> <p>(iv) The selected candidates would be confirmed only after having passed APE/SAS/PIPFA (Public Sector).</p>	30	02	Punjab-01 Sindh (R)-01	Islamabad (Liable to be posted anywhere in Pakistan).
2.	Assistant Director (Protocol) (BS-17)	<ul style="list-style-type: none"> • MPA/Master in Public Relation/Mass Communication/ International Relations/ Governance & Public Policy/ Hospitality & Tourism Management only. • Relevant post qualification experience of minimum two (02) years. 	30	02	Punjab-01 Balochistan-01	Liable to be posted anywhere in Pakistan.

Sl. No.	Name of Posts with BS	Qualification and Experience	Age Limit (Years)	No. of Posts	Quota	Place of Posting
3.	Assistant Director (IT) (BS-17)	<ul style="list-style-type: none"> • Master or 04 years Bachelors in Computer Science/ Telecommunication/ IT from HEC recognized University/ Institution. • Minimum 2nd Class or “C” Grade in the relevant Masters/ Bachelors. • International Certifications like MCSE, CCNA will be preferable). <p><u>Experience</u> Minimum 2 years of post qualification experience in the relevant field. Preference will be given who possesses the concerned international certification like CCNA, MCSA etc.</p> <ul style="list-style-type: none"> • Knowledge of LAN/WAN design, implementation and support. • Conceptual understanding of underlying principles of relational database management systems and object oriented concepts; • Works in logical and physical database design implementation, performance tuning, backup/replication/recovery strategies, administration and security; • Experience in development of Software solution. • Understanding of coding methods and SDLC. • Knowledge of following tools: <ol style="list-style-type: none"> a. ASP net development? b. SQL Server development; and c. C-Sharp.net framework. 	30	03	Balochistan-03	Liable to be posted anywhere in Pakistan.
4.	Staff Car Driver (BS-05).	<ul style="list-style-type: none"> • Primary Pass; • Valid HTV driving license holder and well versed in the traffic rules. 	30	06	05-Ordinarily on Local basis 01-Minority Quota.	Islamabad (Liable to be posted anywhere in Pakistan).

INSTRUCTIONS:

1. Applicants may apply through ECP’s Online Recruitment System by visiting the link i.e. www.ecp.gov.pk or jobs.ecp.gov.pk **within 30 days** of the printing of the advertisement in the newspapers.

-:03:-

2. Applicants who apply through the online recruitment system are also required to submit their applications in hard forms failing to which the candidates will be considered as ineligible.
3. Hard copy of application on the following prescribed format alongwith CVs and all relevant education/experience certificates including CNIC and one recent passport size photograph should reach through P.O. Box number 1418 **within 35 days** of publication of this advertisement on the address clearly stated below mentioning on the envelope the name of the position applied for.
4. Applications received after cut-off date shall not be entertained.
5. No TA/DA will be admissible for appearing in test/interview. Only short-listed candidates will be called for test/interview.
6. The Competent Authority reserves the right to cancel the process of recruitment of advertised post partially or totally.
7. Stations for test/interview will be decided subject to number of candidates.
8. The applicant is liable to serve anywhere in the country where such post (s) exists.
9. Five years general upper age relaxation over and above the maximum age limit prescribed shall be admissible.
10. Relaxation of upper age limit shall also be admissible under the Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993.

Deputy Director (Estt-II)
P.O. Box No.1418,
GPO, Islamabad.