SITUATIONS VACANT

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

Sl. No.	Name of Post with BS	Qualification & Experience	Age Limit	No. of Vacancies	Domicile	Place of Posting
1.	Deputy Assistant Director (Accounts) (BS-16).	• 2nd Class or Grade "C" Bachelor's Degree in Business Administration (Finance/Accounting)/ Commerce from a University recognized by HEC. • Two years post qualification experience in the relevant field. **OR** • 2nd Class or Grade "C" Bachelor's Degree in Commerce from a university recognized by HEC. • ICMA/ACMA in addition to Bachelor's degree. • One year post qualification experience in the relevant field.	28 Years	04	Punjab **Non-Muslim (Minority)-01** Sindh (R)-01 KP-01 AJ&K-01	Liable to serve anywhere in the country.
2.	Senior Assistant (BS-15).	• Graduation. • Must be computer literate. • 06 Weeks Basic IT Training Course (including MS Office)	28 Years	04	Merit-01 Punjab-01 Sindh (U)-01 KP-01	Liable to serve anywhere in the country.
3.	Junior Assistant (BS-13).	• Intermediate; & • Must be computer literate. • 03 Weeks Basic IT Training Course (including MS Office)	25 Years	04	Punjab **(Women Quota)-01** Sindh (U)-01 Sindh (R)-02	Liable to serve anywhere in the country.
4.	Sub Assistant (BS-11).	• Matric; • Minimum typing speed of 30 w.p.m.; & • Must be computer literate. • 03 Weeks Basic IT Training Course (including MS Office).	25 Years	12	Punjab-09 **Including Non-Muslim (Minority)-01** Sindh-(U)-01 Balochistan-01 AJ&K-01	Liable to serve anywhere in the country.
5.	Naib Quasid (BS-02).	• Primary Pass.	25 Years	04	04-Ordinarily on Local basis	Liable to serve anywhere in the country

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.
2. Applicants who apply through the online recruitment system are also required to submit hard copy of their applications failing which the candidates will be considered as ineligible.

-II branch/2017/Noting

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 given below. The name of the position applied for must also be clearly mentioned on the envelope.
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 without assigning any reason.
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. Relaxation of upper age limit including 05 years general relaxation over and above the prescribed age limit shall also be admissible under the Initial Appointment to Civil posts (Relaxation of Upper Age Limit) Rules, 1993.
10. The Authority reserves the right to increase/decrease the number of vacancies or cancel the recruitment process altogether at any stage without assigning any reason(s).
11. NITB Basic IT training/certification is mandatory for the post of Senior Assistant (BS-15) (06-weeks), Junior Assistant (BS-13) (03-weeks) and Sub Assistant (BS-11) (03-weeks) after selection and before completion of probation period.

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