

SITUATION VACANT

Applications are invited from Khyber Pakhtunkhwa Domicile holders for the post of Data Entry Operator (BS-14):-

S. No	Name of Post with BS	Qualification & Experience	Age limit (years)	No of vacant posts	Detail of posts
1	Data Entry Operator (BS-14)	<ol style="list-style-type: none">1. Bachelor degree.2. One year Computer/IT Diploma.3. Working Knowledge of Microsoft Office and other Computer applications.4. Ability to type a minimum of 40 w.p.m.5. Ability to multitask effectively.6. Strong written and verbal communication skills.7. Comfortable working independently with minimal supervision.8. Ability to transfer data from paper format into digital format.9. Ability to type Urdu Language.10. Ability to use internet/email.11. Ability to use antivirus to protect residual data.	18-28 Years	35	19-Open Merit 11-Female 05-Minority

- I. Relaxation of upper age limit including 05-years general relaxation over and above the prescribed age limit shall also be admissible under Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993.
- II. Person already in Government service must apply through proper channel. However, NOC shall be produced at the time of interview.
- III. Applicants are required to apply through ECP's **Online Recruitment System** by visiting the link i.e <https://jobs.ecp.gov.pk/kp>
- IV. Applicants who applied through the Online Recruitment System are also required to **submit their applications in hard form on the enclosed format** alongwith recent passport size Photograph, attested photocopies of CNIC and last degree/certificate, Experience certificate and domicile on **P.O. Box No. 281 G.P.O Peshawar**, within **20-days of publications of this advertisement, failing which candidates will be considered as ineligible.**
- V. **The prescribed form should be filled in capital letters.**
- VI. The number of vacancies being announced is subject to any subsequent increase or decrease.
- VII. Applications received after due date will not be entertained.
- VIII. Only shortlisted candidates meeting the qualifications/experience will be called for test/interview.
- IX. The applicant is liable to serve anywhere in the Khyber Pakhtunkhwa where such posts exist.
- X. No TA/DA will be admissible.

Deputy Director (Estt)
P.O. Box 281, GPO Peshawar