

SITUATION VACANT

Applications are invited from suitable male/female candidates with **domicile of Khyber Pakhtunkhwa** for appointment to the following posts under the Federal Department Organization through **G.P.O Post Box No. 281, Peshawar** and **Online Recruitment System (ORS)**.

S#	Name of Post with BS	Qualification & Experience	Age limit (years)	No of vacant posts	Detail of post
1	Data Entry Operator (BS-14)	<ul style="list-style-type: none">• Bachelor degree.• <u>One year Computer/IT Diploma.</u>• Working Knowledge of Microsoft Office and other Computer applications.• Ability to type a minimum of 40 w.p.m.• Ability to multitask effectively.• Strong written and verbal communication skills.• Comfortable working independently with minimal supervision.• Ability to transfer data from paper format into digital format.• Ability to type Urdu Language.• Ability to use internet/email.• Ability to use antivirus to protect residual data.	18-28 Years	06	06-Open Merit (Liable to serve anywhere in the KP)

INSTRUCTIONS FOR THE CANDIDATES:

- i. All the interested candidates may apply through ECP's Online Recruitment System (ORS) are also required to submit hard copies of all requisite documents along with application form through Courier at **P.O. Box No. 281, GPO Peshawar** by visiting the website i.e., www.ecp.gov.pk or jobs.ecp.gov.pk by **20-07-2025**.
- ii. Hard copy of duly signed application form along with web based/auto generated online application form, (from web portal), copies of all requisite educational/experience certificates, requisite diploma, CNIC, domicile, copy of NOC (if applicable) and one recent passport size photograph duly attached with the application form should reach through **P.O. Box No. 281, GPO Peshawar** by **20-07-2025**, on the address clearly stated below, mentioning on envelope the name of the post applied for.
- iii. The applicants shall attach the auto-generated online application form as cover note along with hard copies of documents submitted to **P.O. Box No. 281, GPO Peshawar**.
- iv. Failure to apply online may result in non-consideration of application of the candidate.
- v. Incomplete/partially filled forms shall not be entertained.
- vi. 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.
- vii. Persons already in Government Service should apply through proper channel.

- viii. Selected candidate may be posted anywhere in Province.
- ix. No TA/DA will be admissible for appearing in test/interview.
- x. Only short-listed candidates will be called for test/interview.
- xi. 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).
- xii. The Competent Authority reserves the right to cancel the process of recruitment of advertised posts; partially or totally without assigning any reason(s).
- xiii. The last date to apply (online as well as hardcopy) is **20-07-2025**.
- xiv. Applications received after cut-off date shall not be entertained.

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