

SITUATION VACANT

Applications are invited from Khyber Pakhtunkhwa Domicile holders for the following vacant posts:-

S. No	Name of Post with BS	Qualification & Experience	Age limit (years)	No of vacant posts	Detail of posts
1	Draughtsman (BS-16)	1. Matric with diploma in Draftsmanship 03 years course from any Govt. Poly technical Institute or Tracer. 2. Seven years experience in case of Tracer.	18-25 Years	01	Open Merit
2	Senior Personal Assistant (BS-16)	1. Second class or Grade "C" Bachelor's degree from a recognized University. 2. A minimum speed of 100/50 w.p.m in shorthand/typing respectively. 3. Must be computer literate	18-28 Years	01	Open Merit
3	Senior Assistant (BS-15)	1. Bachelor's degree from a recognized University. 2. Preferably be a computer literate.	18-28 Years	02	Open Merit
4	Data Entry Operator (BS-14)	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	65	48-Open Merit 10-Female 05-Minority 02-Disable
5	Junior Personal Assistant (BS-14)	1. Intermediate. 2. A minimum speed of 80/40 w.p.m in shorthand/typing respectively. 3. Must be a computer literate.	18-25 Years	07	05-Open Merit 01-Female 01-Minority
6	Junior Assistant (BS-11)	1. Intermediate; & 2. Preferably be a computer literate.	18-25 Years	03	Open Merit
7	Sub Assistant (BS-09)	1. Matric 2. Minimum typing speed of 30 w.p.m. 3. Preferably be a Computer literate	18-25 Years	49	36-Open Merit 09-Female 04-Minority
8	Staff Car Driver (BS-05)	1. Primary Pass. 2. Valid driving license holder and well versed in the traffic rules.	18-30 Years	08	06-Open Merit 02-Minority

9	Dispatch Rider (BS-05)	1. Primary Pass. 2. Valid driving license holder and well versed in the traffic rules.	18-30 Years	02	Open Merit
10	Naib Quasid (BS-02)	Primary pass.	18-25 Years	42	24-Open Merit 11-Female 05-Minority 02-Disable
11	Chowkidar (BS-02)	Primary Pass.	18-25 Years	07	04-Open Merit 02-Minority 01-Disable
12	Sweeper (BS-02)	Primary Pass.	18-25 Years	02	Open Merit

01. Maximum age as prescribed under the recruitment rules of the post shall be relaxed in pursuance of Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993.
02. Person already in Government service must apply through proper channel.
03. Applicants are required to apply through ECP's **Online Recruitment System by visiting the link i.e <https://jobs.ecp.gov.pk/kpk>**.
04. Applicants who applied through the **Online Recruitment System** are also required to **submit their applications in hard form** on the enclosed format alongwith visible and legible attested photocopies of CNIC and recently passport size Photograph **on P.O. Box No. 281 G.P.O Peshawar**, within **15-days of publications of this advertisement**, failing which candidates will be considered as ineligible.
05. The number of vacancies being announced is subject to any subsequent increase or decrease.
06. **The Prescribed form should be filled in capital letters and also the post name be clearly mentioned on envelope.**
07. Applications after due date will not be entertained.
08. Only shortlisted candidates meeting the qualification's/experience will be called for test/interview.
09. The applicant is liable to serve anywhere in Khyber Pakhtunkhwa where such posts exist.
10. **Those applicants who had applied in 2019 for the posts of Junior Personal Assistant (BS-14), Sub Assistant (BS-09), Driver (BS-05) and Dispatch Rider (BS-05) are required to apply again.**
11. No TA/DA will be admissible.

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