

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 (Years)	No. of Posts	Domicile	Place of Posting
1.	2.	3.	4.	5.	6.	7.
1.	Transport Supervisor (BS-16).	<ul style="list-style-type: none"> • 03 years post Matriculate Diploma in the Auto Technology from any Poly Technical Education with 05 years Experience in Govt. Semi Govt. Autonomous Body. <li style="text-align: center;">Or • Ex-Subedar from Technically Qualified EME or Equivalent from Armed forces possessing Adequate experience in vehicle repair/ inspection and capable of organizing and controlling a fleet of 30 or more vehicles. 	18-25 Years	01	Merit	Liable to serve anywhere in the country.
2.	Draughtsman (BS-16).	<ul style="list-style-type: none"> • Matric with diploma in Draftsmanship 03 years course from any Govt. Polytechnical Institute or Tracer. • Seven years experience in case of Tracer. 	18-25 Years	01	Merit	Liable to serve anywhere in the country.
3.	Senior Assistant (BS-15).	<ul style="list-style-type: none"> • Bachelor's Degree from a recognized University; • Must be computer literate. 	18-28 Years	01	Punjab	Liable to serve anywhere in the country.
				01	Balochistan	
4.	Date Entry Operator (BS-14)	<ul style="list-style-type: none"> • Bachelor degree • One year Computer / IT Diploma. • Working Knowledge of Microsoft Office and other computer applications. • Ability to type a minimum of 40 word per minute; • 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, e-mail; • Ability to use Antivirus to protect residual data. 	18-28	30	Merit-02	Liable to serve anywhere in the country.
					Punjab-15 02-Women 01-Non Muslim (Minority)	
					Sindh-R-04 01-Women	
					Sindh-U-02	
					KP-03	
					Balochistan-02	
					AJK-01	
					Ex-FATA-01	

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1.	2.	3.	4.	5.	6.	7.
5.	Junior Assistant (BS-11).	<ul style="list-style-type: none"> Intermediate; & Must be computer literate. 	18-25 Years	03 01 01	Punjab Sindh (R) KPK	Liable to serve anywhere in the country.
6.	Sub Assistant (BS-09).	<ul style="list-style-type: none"> Matric; Minimum typing speed of 30 w.p.m.; & Must be computer literate. 	18-25 Years	01 08 01 02 02 01 01	Merit Punjab (01-Women) Sindh (U) Sindh (R) KPK Balochistan Ex-FATA	Liable to serve anywhere in the country.
7.	Naib Quasid (BS-02).	<ul style="list-style-type: none"> Primary Pass 	18-25 Years	14	07-ICT 01-Women 01-Non Muslim (Minority) 01-Merit 04-Punjab (excluding ICT) 01-Sindh (R) 01-KP Ex-Service men are also eligible to apply.	Liable to serve anywhere in the country.
8.	Mali (BS-02).	<ul style="list-style-type: none"> Primary Pass 	18-25 Years	01	Local basis	Liable to serve anywhere in the country.
9.	Sweeper (BS-02).	<ul style="list-style-type: none"> Primary Pass 	18-25 Years	01	Local basis	Liable to serve anywhere in the country.

2. Attested Copy of CNIC must be attached with the application form.
3. Relaxation in age limit of five years over and above the prescribed age limit will also admissible.
4. Relaxation in upper age shall also be admissible as per Initial Appointment to Civil Post (Relaxation of upper age limit) Rules, 1993.

-:3:-

5. Persons already in Government service must apply through proper channel.
6. Applicants are required to apply through ECP's Online Recruitment System by visiting the link i.e. www.ecp.gov.pk or jobs.ecp.gov.pk till **12th October, 2021**.
7. Applicants who applied through the Online Recruitment System are also required to submit their applications in hard form, failing which candidates will fall in ineligible list.
8. Hard copies of their applications on the following prescribed format alongwith attested photocopies of NIC, Domicile Certificate and other Educational Credentials alongwith experience certificates should reach through P.O Box No.1418 till **12th October, 2021**.
9. Applications after cutoff date will not be entertained. [Only shortlisted candidates meeting the qualifications/ experience will be called for test / interview].
10. Applications received through **P.O Box No.1418** will only be entertained.
11. No TA/DA will be admissible.