

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 Post	Domicile	Place of Posting
1.	2.	3.	4.	5.	6.	7.
1.	Data Entry Operator (BS-14).	<ul style="list-style-type: none"> <input type="checkbox"/> Bachelor degree <input type="checkbox"/> One year Computer / IT Diploma. <input type="checkbox"/> Working Knowledge of Microsoft Office and other computer applications. <input type="checkbox"/> Ability to type a minimum of 40 words per minute; <input type="checkbox"/> Ability to multitask effectively; <input type="checkbox"/> Strong written and verbal communication skills; <input type="checkbox"/> Comfortable working independently with minimal supervision; <input type="checkbox"/> Ability to transfer data from paper format into digital format; <input type="checkbox"/> Ability to type Urdu language; <input type="checkbox"/> Ability to use internet and e-mail; <input type="checkbox"/> Ability to use Antivirus to protect residual data. 	18-28 Years	10	Merit-01 Punjab-05 (including 01 women quota) Sindh (U)-01 Sindh (R)-01 KP-01 Balochistan-01 Total: 10	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 20 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.
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 20 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.

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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.

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

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