

SITUATIONS VACANT

Applications are invited by an autonomous organization for the following posts from suitable (male/female) candidates having qualification, experience and domicile as mentioned against each post:

S #	Post	Minimum qualifications and experience	Min. age	Max. age	No. of Posts/ Domicile
1.	Assistant Secretary/ Assistant Controller of Examinations (BPS-17)	1) Second Class or Grade "C" Master's Degree in any discipline. 2) 2 years academic/administrative experience in Govt./Semi-Govt./autonomous organization	25 years	35 years	02 Sindh(R)=01 Balochistan=01
2.	Data Processing Supervisor (BPS-16)	2nd Class or Grade "C" Master's Degree in Computer Science from the institution recognized by HEC	20 years	28 years	Merit=01
3.	Data Processing Assistant (BPS-16)	Second class or Grade 'C' Bachelor's Degree in Computer Science/Math/Statistics/Physics/Economics and 3 years experience in the field of and/or supervisory experience in data control/data entry operation.	18 years	25 years	Khyber Pakhtunkhwa=01
4.	Assistant (BPS-15)	Second class Bachelor's Degree. Certificate of 6 Weeks Basic IT Training Course (including MS Office) conducted by NITB must be submitted by the candidate after selection before completion of probation period.	18 years	25 years	02 Punjab=01 Sindh(U)=01
5.	Accounts Assistant (BPS-14)	B.Com with 3 years experience of maintenance of accounts in any Government organization/University. Knowledge of MS Word and Excel will be preferred.	18 years	25 years	06 Punjab=01 Punjab (Women)=01 Khyber Pakhtunkhwa=01 Sindh(R)=01 Sindh(U)=01 Balochistan=01
6.	Stenotypist (BPS-14)	Intermediate pass with a speed of 80 words in Shorthand and 40 words per minute in Typing/Computer handling	18 years	25 years	Sindh(R)=01
7.	Data Entry Operator (BPS-14)	Bachelor's Degree in Physics/Mathematics/Statistics/Economics from the institution/university recognized by HEC with a minimum speed of 10,000 key depressions per hour for data entry.	18 years	25 years	03 Punjab=01 Punjab (Women)=01 Sindh(U)=01
8.	Upper Division Clerk (BPS-11)	HSSC pass with 45% marks. Certificate of 3 Weeks Basic IT Training Course (including MS Office) conducted by NITB must be submitted by the candidate after selection before completion of probation period.	18 years	25 years	03 Punjab=01 Khyber Pakhtunkhwa=01 Newly merged Districts of Khyber Pakhtunkhwa (Ex- FATA)=01
9.	Lower Division Clerk (BPS-09)	SSC pass with typing/Computer handling speed of 30 words per minute. Certificate of 3 Weeks Basic IT Training Course (including MS Office) conducted by NITB must be submitted by the candidate after selection before completion of probation period.	18 years	25 years	16 Merit=06 Merit (Women)=01 Khyber Pakhtunkhwa=02 Sindh(R)=03 Sindh(U)=02 Newly merged Districts of Khyber Pakhtunkhwa (Ex- FATA)=02
10.	Electrician (BS-05)	1. SSC pass 2. Certificate in the relevant trade.	18 years	25 years	Merit=01
11.	Operator (Photocopier) (BPS-04)	Primary pass having 2 years experience of handling duplicating machine/Photocopier.	18 years	25 years	05 Islamabad=03 Punjab=01 Khyber Pakhtunkhwa=01

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12.	Driver (BS-04)	1. SSC Pass 2. HTV licence with 3 years experience as Driver 3. Knowledge of traffic rules	18 years	25 years	04 Islamabad=02 Punjab=01 Khyber Pakhtunkhwa=01
13.	Despatch Rider (BPS-04)	1. SSC pass 2. Licence of Motorcycle with 2 years experience as D.R	18 years	25 years	02 Islamabad=01 Punjab=01
14.	Telephone Technician (BPS-04)	Matriculated with Science and at least 2 years experience in the relevant field in any Organization	18 years	25 years	Merit=01
15.	Sanitary Worker (BPS-01)	1. Primary Pass 2. Good Health	18 years	25 years	Islamabad=01
16.	Naib Qasid (BPS-01)	1. Primary Pass 2. Good Health	18 years	25 years	10 Islamabad=03 Islamabad (Women)=01 Islamabad (Disable Person)=01 Punjab=02 Punjab (Women)=01 Sindh(R)=01 Khyber Pakhtunkhwa=01
17.	Security Guard (BPS-01)	1. Primary Pass 2. Good marks man with robust health (preference will be given to Ex-Army personnel)	18 years	25 years	05 Islamabad=02 Islamabad (Women)=01 Punjab=01 Khyber Pakhtunkhwa=01

How to apply:

- Please apply online on National Job Portal Website: **www.njp.gov.pk**, & fill up the Application Form properly.
- Application Forms improperly filled-up and incomplete will not be entertained.
- Last date of submission of application form is **25 January, 2021.**
- To apply for more than one position, please fill a separate form.
- For further information, please visit National Job Portal website: **www.njp.gov.pk** or Call: 051-9265052

Terms and Conditions

- Candidates already working in Government, Semi Government or Autonomous organizations should apply through proper channel.
- Age relaxation (where applicable) will be allowed as per Government rules.
- Age of the candidates will be counted from closing date.
- Those applying for the post against Disable Quota should provide the Disability Certificate and have the ability to perform official duties.
- The selected candidates will initially be appointed in Islamabad, but if the need arises, they may be posted anywhere in Pakistan.
- Eligible and short listed applicants will be informed by post for their tests/interviews.
- No TA/DA will be paid to candidates appearing for test/interview.

NOTE: The office reserves the right to increase or decrease the number of posts of any of the categories or cancel the whole advertisement or part of it.