

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"> Bachelor degree One year Computer / IT Diploma. Working Knowledge of Microsoft Office and other computer applications. Ability to type a minimum of 40 words 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 and e-mail; 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.
5. No TADA 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.

P.O Box No.1418, GPO, Islamabad.

Application for the post of Data Entry Operator (BS-14)

APPLICATION FORM

Application Reference No. (For office use only)	Eligible <input type="checkbox"/> Not Eligible <input type="checkbox"/>
(Do not write here-for official use only)	

1. Name _____	2. Date of Birth _____
	Age on Cut-off date (YY/MM/DD)
3. Father's Name _____	4. E-mail _____
5. Postal Address _____	
6. Permanent Address _____	
7. Religion _____	8. CNIC # <input type="text"/>
9. Gender _____	10. Marital Status _____
11. Nationality _____	12. Foreign Nationality (if any) _____
13. Domicile District _____	14. Province _____
	15. Cell Phone No. _____
16. Govt. Servant Yes <input type="checkbox"/> No <input type="checkbox"/>	17. 02 Years Continuous Govt. Service Yes <input type="checkbox"/> No <input type="checkbox"/>
18. Option of Station for Test/Interview	1. Islamabad <input type="checkbox"/> 2. Lahore <input type="checkbox"/> 3. Karachi <input type="checkbox"/>
	4. Peshawar <input type="checkbox"/> 5. Quetta <input type="checkbox"/>

19. **ACADEMIC RECORD:** (Give Exact name in Examination Column). Starting from High School (i.e. Matric) onwards in Chronological Order.

Matric/ O Level F./A/ F.Sc/A Level, B.A/B.Sc/M.A/ M.Sc etc)	Passing Year	Board/ University	Marks			Division/ Grade/ CGPA	Major Subjects of Study
			Obtained	Total	% age		

20. PROFESSIONAL EXPERIENCE:					Currently doing job: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Exact Name of Post	Organization Name	Organization Status (Government/Semi-Govt/ Private/ Autonomous)	Job Duration (DD/MM/YY to DD/MM/YY)	Experience On Cut-off date (YY/MM/DD)		
Total Experience On Cut-off date				(YY/MM/DD)		

21. I certify that the information provided by me in this Form is true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on Application Form or other document (s) requested by the Department may result in my disqualification for the test.

Dated: _____ Signature: _____

* Note:-
 i) Partially filled in / unsigned forms shall be rejected
 ii) Stations for test / interview will be decided subject to number of candidates. However, option given by the candidate shall not be binding on office.