

## SITUATION VACANT

Applications are invited from suitable male/female candidates with local/ **domicile of Khyber Pakhtunkhwa** for appointment to the following posts under the Federal Department Organization through **G.P.O Post Box No. 281, Peshawar** and **Online Recruitment System (ORS)**.

S. No	Name of Post with BS	Qualification & Experience	Age limit (years)	No of vacant posts	Detail of posts	Place of Posting
1	Draughtsman (BS-16)	1. Matric with diploma in Draftsmanship 03-years course from any Government Poly technical Institute or Tracer. 2. Seven (07) years' experience in case of Tracer.	18-28 Years	01	Open Merit	Liable to serve anywhere in the Province
2	Senior Assistant (BS-15)	1. Graduate. 2. Must be computer literate. 3. Six (06) weeks basic IT training course (including MS Office) recognized by Government.	18-28 Years	09	Open Merit	Liable to serve anywhere in the Province
3	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	13	09-Female 04-Minority	Liable to serve anywhere in the Province
4	Junior Assistant (BS-13)	1. Intermediate. 2. Must be a computer literate. 3. Three (03) weeks basic IT training course (including MS Office) recognized by Government.	18-25 Years	10	08-Open Merit 01-Disable 01-Minority	Liable to serve anywhere in the Province

5	Photographer/ Videographer (BS-11)	<ol style="list-style-type: none"> <li>1. Bachelor's degree in film and advertising with professional work experience of videography/filming/photography of two years with a Government department, a reputed advertising agency. Media houses, NGO or professional filmmakers.</li> <li>2. The education requirement can be relaxed in case having professional work experience in filming and videography more than five (05) years with a reputed organization.</li> <li>3. Proficiency with camera equipment and aware of new technologies of videography/photography in the market.</li> <li>4. Proficiency with editing software.</li> <li>5. Excellent interpersonal skills.</li> <li>6. Relative fitness and stamina to work long hours.</li> </ol>	30-35 Years	01	Open Merit	Liable to serve anywhere in the Province
6	Sub Assistant (BS-11)	<ol style="list-style-type: none"> <li>1. Matric</li> <li>2. Minimum typing speed of 30 words per minute.</li> <li>3. Three (03) weeks basic IT training course (including MS Office) recognized by Government.</li> </ol>	18-25 Years	21	13-Open Merit 05-women 02-Minority 01-Disable	Liable to serve anywhere in the Province
7	Staff Car Driver (BS-05)	<ol style="list-style-type: none"> <li>1. Matric.</li> <li>2. Valid driving license holder and well versed in the traffic rules.</li> </ol>	18-30 Years	12	11-Open Merit 01-Minority	Liable to serve anywhere in the Province
8	Dispatch Rider (BS-05)	<ol style="list-style-type: none"> <li>1. Matric.</li> <li>2. Valid driving license holder and well versed in the traffic rules.</li> </ol>	18-30 Years	02	02-Open Merit	Liable to serve anywhere in the Province
9	Naib Quasid (BS-02)	Primary	18-25 Years	19	13-Open merit 02-Women 03-minority 01-Disable	Liable to serve anywhere in the Province
10	Chowkidar (BS-02)	Primary	18-25 Years	08	07-Open merit 01-Minority	Liable to serve anywhere in the Province
11	Sanitary Worker/Sweeper (BS-02)	Read and Write	18-25 Years	03	Open Merit-03	Liable to serve anywhere in the Province

- i. All the interested candidates who apply for the posts in BS-11 to BS-16 may apply through ECP's Online Recruitment System (ORS) are also required to submit hard copies of all requisite documents along with application form through Courier at **P.O. Box No. 281, GPO Peshawar** by visiting the website i.e., [www.ecp.gov.pk](http://www.ecp.gov.pk) or [jobs.ecp.gov.pk](http://jobs.ecp.gov.pk) by **15.06.2025**.
- ii. All the interested candidates who apply for the posts in BS-02 to BS-09 may only submit hard copies of all requisite documents along with application form through Courier at **P.O. Box No. 281, GPO Peshawar** by **15.06.2025**.
- iii. Hard copy of duly signed application form along with web based/auto generated online application form, (from web portal), copies of all requisite educational/experience certificates, requisite diplomas, CNIC, domicile, copy of NOC (if applicable) and one recent passport size photograph duly attached with the application form should reach through **P.O. Box No. 281, GPO Peshawar** by **15.06.2025**, on the address clearly stated below, mentioning on envelope the name of the post applied for.
- iv. The applicants shall attach the auto-generated online application form as cover –note along with hard copies of documents submitted to **P.O. Box No. 281, GPO Peshawar**.
- v. Failure to apply online for the posts from BS-11 to BS-16 may result in non-consideration of application of the candidate.
- vi. Candidates intending to apply for more than one post shall apply separately for each post.
- vii. Incomplete/partially filled forms shall not be entertained.
- viii. 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.
- ix. According to the Government instructions, the quota reserved for Women, religion Minorities and Disable Persons will be observed.
- x. The Applicants who will apply for the post of Staff Car Driver/Dispatch Rider must attach a copy of their "Valid Driving License" with the application Form.
- xi. Persons already in Government Service should apply through proper channel.
- xii. Selected candidate may be posted anywhere in Province.
- xiii. Basic IT training course/certification (06-weeks) for Senior Assistant (BS-15) whereas (03-weeks) for the post of Junior Assistant (BS-13) and Sub Assistant (BS-11) is mandatory duly recognized and affiliated from the Government.
- xiv. No TA/DA will be admissible for appearing in test/interview.
- xv. Only short-listed candidates will be called for test/interview.
- xvi. The Authority reserves the right to increase/decrease the number of vacancies or cancel the recruitment process altogether at any stage without assigning any reason(s).
- xvii. The Competent Authority reserves the right to cancel the process of recruitment of advertised posts; partially or totally without assigning any reason(s).

- xviii. The last date to apply (online as well as hardcopy) is **15.06.2025**.
- xix. Applications received after cut-off date shall not be entertained.

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