

## SITUATION VACANT

Applications are invited from suitable male/female candidates with local/ domicile of Balochistan for appointment to the following posts under the Federal Department Organization through **G.P.O Post Box No. 86, Quetta** and **Online Recruitment System (ORS)**.

Sl. No.	Name of post	Qualification & Experience	Age limit	No. of Posts	Quota	Place of Posting
1.	Data Entry Operator (BS-14)	<ol style="list-style-type: none"> <li>1. Bachelor Degree with one-year Computer (IT) diploma.</li> <li>2. Working knowledge of Microsoft Office, Excel and computer applications.</li> <li>3. English Typing speed of 40 words per minute.</li> <li>4. Strong written and verbal communication skills.</li> <li>5. Ability to work independently with minimal supervision.</li> <li>6. Ability to convert data from paper to digital format.</li> <li>7. Proficiency in Urdu typing (30 WPM).</li> <li>8. Ability to use internet and email.</li> <li>9. Proficiency in Documents Scanning.</li> <li>10. Proficiency in Power Point.</li> </ol>	18-28 years	17	09-Merit 04-Women 03-Minorities 01- Disabled	Liable to serve anywhere in the Province
2.	Junior Assistant (BS-13)	<ol style="list-style-type: none"> <li>1. Intermediate</li> <li>2. Computer Knowledge is mandatory</li> <li>3. 03 (three) weeks basic IT Training course (including MS Office) duly recognized and affiliated from the Government.</li> </ol>	18-25 Years	03	03 – Merit	Liable to serve anywhere in the Province
3.	Sub-Assistant (BS-11)	<ol style="list-style-type: none"> <li>1. Matric with English Typing 30 words per minute</li> <li>2. Computer Knowledge is mandatory</li> <li>3. 03 (three) weeks basic IT Training course (including MS Office) duly recognized and affiliated from the Government.</li> </ol>	18-25 Years	05	05 – Merit	Liable to serve anywhere in the Province
4.	Staff Car Driver (BS-05)	<ol style="list-style-type: none"> <li>1. Matric</li> <li>2. LTV license (must be well-versed in driving rules) <i>(Preference will be given to local candidates)</i></li> </ol>	Up to 30 Years	05	05 – Merit	Liable to serve anywhere in the Province
5.	Naib Qasid (BS-02)	Primary pass. <i>(Preference will be given to local candidates)</i>	18-25 Years	09	09 – Merit	Liable to serve anywhere in the Province
6.	Chowkidar (BS-02)	Primary pass. <i>(preference will be given to local candidates)</i>	18-25 Years	04	04 – Merit	Liable to serve anywhere in the Province



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 **G.P.O Post Box No. 86, Quetta** 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 **G.P.O Post Box No. 86, Quetta** 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, Local / domicile, copy of NOC (if applicable) and one recent passport size photograph duly attached with the application form should reach through **G.P.O Post Box No. 86, Quetta** 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 **G.P.O Post Box No. 86, Quetta**.
- v. Failure to apply online from 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 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 (03-weeks) is mandatory for the post of Junior Assistant (BS-13) / Sub Assistant (BS-11) 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 post; partially or totally without assigning any reason.
- 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 (Establishment)