

Government of Pakistan
National Curriculum Council (NCC) Secretariat
Ministry of Federal Education and Professional Training

SITUATIONS VACANT

Applications are invited from eligible candidates as per the eligibility criteria mentioned against each for the following posts in the "Establishment of National Curriculum Council (NCC) Secretariat" PSDP project located in Islamabad. The posts are to be filled purely on contract basis as per Standard Pay Package 2017 for PSDP funded project staff. The contract will be for one year from the date of appointment which can be extended:

S.No	Name of the Post with PPS	No. of Posts and Quota	Initial Salary including all allowance (Initial- increment- Maximum)	Qualification/ Experience	Age Limit
1.	Assistant Private Secretary (APS) (PPS-06)	01 Post (Merit)	60,000-3,000-96,000	<ul style="list-style-type: none"> 2nd Class Bachelor degree from a university recognized by HEC. Minimum shorthand speed: 100 w.p.m. and typing speed of 50 w.p.m. Must be computer literate <p><i>Note: Candidate with experience in IT (Hardware / software) troubleshooting will be given preference.</i></p>	20-28 years
2.	Assistant (PPS-5)	03 Post (Merit)	40,000-2,000-64,000	<ul style="list-style-type: none"> 2nd Class Bachelor degree from a university recognized by HEC. Must be computer literate <p><i>Note: Candidate with experience in IT (Hardware / software) troubleshooting will be given preference.</i></p>	20-28 years
3.	Steno-typist (PPS-5)	04 post (Merit)	40,000-2,000-64,000	<ul style="list-style-type: none"> Intermediate Minimum speed of 80/40 w.p.m. in shorthand and typing, respectively. Must be computer literate. 	18-25 years
4.	Naib Qasid/Qasida (PPS-1)	01 post (Merit)	16,000-800-25,600	<ul style="list-style-type: none"> Middle Pass 	18-25 years

Important Instructions:

- All recruitments shall be made in accordance with Establishment Division recruitment policy vide OM No.F.53/1/2019-SP (PT) dated 22- 10-2014, 16-01-2015, 03-03-2015 and 4th March, 2019.
- No TA/DA will be admissible for written test/interview.
- Candidates already applied for the post of "***Assistant, PPS-05***" against the advertisement published in the newspaper on 12 September 2021 with last date to apply on 27 September 2021 may submit their applications through Job portal.
- The candidates applying for the post at Sr. 01, 02 & 03 are required to apply online at National Job Portal (www.njp.gov.pk). The candidates applying for the post at Sr. 04 may submit their CV to the address given below.
- Only shortlisted candidates will be called for test/interview. Virtual/online interview may be arranged on request. No TA/DA will be admissible for test/interview. The candidates called for interview will have to bring original documents along with attested copies of testimonials/experience certificate.
- Applications should be submitted within fifteen (15) days of published of this advertisement.
- The competent authority reserves the right to cancel the recruitment process, increase or decrease the number of posts as per requirement against any post at any stage without assigning any reason.

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