

Job Descriptions

Designation	Project Pay Scale	No. of Posts	Age Limit	Eligibility Criteria *	Job Description
Assistant	PPS-6	02	22-35	<ul style="list-style-type: none"> • BSC/B.COM/B.A. from HEC recognized university • Minimum 02 Years of Post-Qualification Experience in the relevant domain 	<ol style="list-style-type: none"> 1. Organize and manage files, acting as receptionists, schedule meetings and appointments, and support other staff with organizational tasks; 2. Maintain diaries, receipts and letter issues and update / maintain databases such as mailing lists, contact lists and client information; 3. Retrieve information when requested; 4. Perform related work as and when required
Data Entry Operator (DEO)	PPS-5	02	22-35	<ul style="list-style-type: none"> • B.A. / B.Sc./ B.Com. from HEC recognized institute / university • Certified from a recognized Institute in M.S. Office • Minimum 02 Years of Post-Qualification Experience in the relevant domain 	<ol style="list-style-type: none"> 1. Prepare, compile, and sort documents for data entry; 2. Verifies and logs receipt of data; 3. Transcribes source data into the required electronic format; 4. Transfer information from paper formats into computer files using keyboards, data recorders, or optical scanners; 5. Respond to queries for information and access relevant files and ensure proper use of office equipment and address any malfunctions; 6. Perform related work as and when required