

# SITUATIONS VACANT

Applications on prescribed proforma are invited from suitable candidates for the following post on contract basis under the Election Commission of Pakistan through Online Recruitment System and P.O. Box No.1418, GPO, Islamabad:

Sl. No.	Name of Posts with BS scale	Qualification	Experience	Contract / Regular	Age Limit (Years)	No. of Posts	Domicile	Place of Posting
1.	2.	3.	4.	5.	5.	6.	7.	8.
1.	Director (Development) (BS-19)	<b>Basic:</b> 1. B.Sc / BS (Engineering) in Civil / Electrical from HEC recognized University.  2. Candidates having Masters in Project Management as additional qualification will be preferred.	12 years post qualification professional experience in the relevant field.	Contract for a period of two (02) years	i. 40 years for initial appointment & ii. 62 years for retired Govt. servants	01	Merit	Islamabad (However transferable to any station where post of such qualification exists.)

## **JOB DESCRIPTION FOR THE POST OF DIRECTOR (DEVELOPMENT) (BS-19):**

- To initiate formulation of annual development programme in line with the planning Commission's guidelines and processes, keeping in view the ECP requirement.
- To take step in Development / adoption of appropriate physical standards for effective technical and economic appraisal of projects.
- To initiate cases of constructions / execution/management/maintenance of office buildings for PEC, REC, DEC and residential accommodation for ECP employees.
- To collect details of missing facilities in completed projects / buildings of ECP.
- To coordinate with Ministry of Planning & Development, Pak-PWD, CDA and other relevant offices and officers of ECP in Headquarter and field.
- To coordinate cases for the repair and maintenance of the offices of ECP.
- To monitor & evaluate ongoing and completed project; identification of bottlenecks and initiation to timely remedial action.
- To initiate cases of purchase of plot / land for construction of DEC's / REC's office buildings.

### **Instructions:**

1. Applicants may apply through ECP's Online Recruitment System by visiting the link i.e. [www.ecp.gov.pk](http://www.ecp.gov.pk) or [jobs.ecp.gov.pk](http://jobs.ecp.gov.pk) within 15 days of the printing of the advertisement in the newspapers.
2. Applicants who apply through the online recruitment system are also required to submit their applications in hard forms failing to 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 30 days of publication of this advertisement on the address clearly stated below mentioning on the envelope the name of the position applied for.
4. Applications received after cut-off date shall not be entertained.
5. No TA/DA will be admissible for appearing in test/interview. Only short-listed candidates will be called for test/interview.
6. The number of vacancies being announced are subject to any subsequent increase or decrease.
7. The Competent Authority reserves the right to cancel the process of recruitment of advertised post partially or totally.
8. Stations for test/interview will be decided subject to number of candidates.
9. The applicant is liable to serve anywhere in the country where such post (s) exists.

**Deputy Director (Estt-I)**  
P.O. Box No.1418,  
GPO, Islamabad.

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

Application for the post of (Name of post, BS-).

## **APPLICATION FORM**

## APPLICATION FORM

Application Reference No. (For office use only) \_\_\_\_\_

Eligible

Not Eligible

(Do not write here-for official use only)

1. Name \_\_\_\_\_ 2. Date of Birth \_\_\_\_\_
3. Father's Name \_\_\_\_\_ Age on Cut-off date (YY/MM/DD) \_\_\_\_\_
4. E-mail \_\_\_\_\_
5. Postal Address \_\_\_\_\_
6. Permanent Address \_\_\_\_\_
7. Religion \_\_\_\_\_ 8. CNIC # \_\_\_\_\_
9. Gender \_\_\_\_\_
10. Marital Status \_\_\_\_\_
11. Nationality \_\_\_\_\_ 12. Foreign Nationality (if any) \_\_\_\_\_
13. Domicile District \_\_\_\_\_ 14. Province \_\_\_\_\_ 15. Cell Phone No. \_\_\_\_\_
16. 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"/> |                                     |

17. **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		

18. **PROFESSIONAL EXPERIENCE:** Currently doing job: Yes (Present)  No

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)
<b>Total Experience On Cut-off date (YY/MM/DD)</b>				<b>(YY/MM/DD)</b>

19. 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 filed in / unsigned forms shall be rejected

ii) Stations for test / interview will be decided subject to number of candidates. However, option given by the candidates shall not be binding on office.