



SITUATION VACANT

Applications are invited from interested and eligible candidates to fill the following vacant posts in Pakistan National Commission for UNESCO (PNCU) a Sub-ordinate Office of Ministry of Federal Education & Professional Training, Islamabad:

| S. # | Name of Post / Scale | No. Post | Qualification | Age Limit | Quota |
|------|-------------------------|----------|--|----------------|---|
| 1 | Assistant (BPS-15) | 1 | i). Graduate (HEC recognized Uni/Inst.) The selected candidates shall have to undertake 06-weeks basic IT Training Course (Including MS Office) conducted by NITB before completion of Probation period. | 18-28 Years | Punjab |
| 2 | Stenotypist (BPS-14) | 1 | i). Intermediate ii). A minimum speed of 80/40 w.p.m in shorthand/Typing. | 18-25 Years | Open Merit |
| 3 | UDC (BPS-11) | 1 | i). Intermediate ii.) Computer Literate will be preferred The selected candidates shall have to undertake 03-weeks basic IT Training Course (Including MS Office) conducted by NITB before completion of Probation period. | 18-25 Years | Punjab |
| 4 | Naib Qasid BPS-01 | 2 | Primary Pass | 18-25 Years | Local (1 post reserved for disabled quota) |
| 5 | Mali BPS-01 | 1 | Primary Pass | 18-25 Years | Local |
| 6 | Chowkidar BPS-01 | 1 | Primary Pass | 18-25 Years | Local |

Terms & Conditions:

1. Applicant may apply **online** within 30 days from the date of publication of advertisement.
2. All appointments shall be made in according with the prevailing Recruitment Rules/Policy of the Federal Government.
3. General five (5) year relaxation in age shall be admissible as per existing rules.
4. Age will be calculated with effect from the closing date of submitting applications.
5. A candidate can apply for more than one post by applying **online** separately for each post.
6. Applicant already in Government Service should apply through proper channel & produce NOC at the time of interview.
7. Incomplete applications /application received after due date shall not be entertained.
8. No TA/DA will be admissible for the purpose of test/interview
9. PNCU reserves the right to cancel the recruitment process in part or whole at any stage without assigning any reason.
10. Male/Female candidates can apply for all posts except Chowkidar at S.# 6. For Chowkidar only male candidates can apply.
11. Concealing the facts and any direct or indirect pressure for appointment would lead to be disqualification of the candidates. However, if any candidate is found ineligible he/she will be disqualified at any stage of the recruitment process. On the basis of merit, only eligible and short listed candidates will be called for test/interview.
12. All original documents (education, experience, domicile, CNIC etc.) will be examined at the time of interview.

How to apply

1. Interested candidates for posts of Assistant, Stenotypist & UDC can apply online by registering themselves on <http://etc.hec.gov.pk> . The registration process must be completed by processing the "Submit" button for the online application **before the 4 pm deadline** of registration closing date given on the portal. In case of any difficulty during online registration, please visit <http://onlinehelp.hec.gov.pk> or visit HEC Secretariat or contact HEC Regional Offices for guidance or through helplines : 051-111-119-432, 0334-111-9432
2. Interested candidates for posts Naib Qasid, Mali, Chowkidar must send applications directly by mail at given below address or Email: pncuibd@dsl.net.pk with mentioning his/her Name, Father's name, Date of Birth, CNIC #. Domicile, Education etc. in applications.

Administrative Officer, PNCU

30-UNESCO House, Sector H-8/1 Islamabad

051-9101287, 9101341

Fax No: 051-9101338, E-mail:pncuibd@dsl.net.pk