



# JOB OPPORTUNITIES



Electronic Certification Accreditation Council (ECAC), requires the services of experienced professionals on contract for the following posts as per following criteria:-

Sr #	Name of Post & Pay Scale	No. of Vacancies/ Domicile	Place of Posting	Max Age Limit	Qualification & Experience
1.	Registrar (Group-I)	01 Merit	Islamabad	50 years	<b>Qualification</b> 15 years of education in field of Electronic Commerce, Information Security, Electronic Engineering, Electrical Engineering, Computer Sciences, Information Technology, Business Administration, Management or Law from a reputable foreign or HEC recognized university /institution. <b>Skills</b> Effective inter-personal skills of Management and motivational skills in developing a dynamic organization. <b>Experience:</b> 06 years' experience of management in public / private sector.
2.	Director Security Audit (Group-II)	01 Merit	Islamabad	40 years	<b>Qualification</b> 15 years of education in field of Information Security, Electronic Commerce, Electronic Engineering, Electrical Engineering, Computer Sciences or Information Technology from HEC recognized or a reputable foreign university /institution. <b>Skills</b> Skilled in Public Key Infrastructure, cryptography, Information Security and international best practices and standards of Certification Authorities particularly in the public sector. <b>Experience:</b> Minimum 04 years post qualification proven experience in IT sector at operational level.
3.	Researchers (Group-III)	01 Punjab-01	Islamabad	35 years	<b>Qualification</b> 15 years of education in field of Information Security, Electronic Commerce, Electronic Engineering, Electrical Engineering, IT Laws, Computer Sciences or Information Technology from HEC recognized or a reputable foreign university /institution. <b>Skills</b> Skilled in Public Key Infrastructure, cryptography, Information Security and international best practices and standards of Certification Authorities particularly in the public sector. <b>Experience:</b> Minimum 03 years post qualification proven experience in IT sector at operational level.
4.	Deputy Director (Group-III)	02 Punjab-02	Islamabad	35 years	<b>Qualification</b> 15 years of education in field of Information Security, Electronic Commerce, Electronic Engineering, Electrical Engineering, IT Laws, Computer Sciences or Information Technology from HEC recognized or a reputable foreign university /institution. <b>Skills</b> Skilled in Public Key Infrastructure, cryptography, Information Security and international best practices and standards of Certification Authorities particularly in the public sector. <b>Experience</b> Minimum 03 years post qualification proven experience in IT sector at operational level.
5.	System Administrator (Group-IV)	01 Merit	Islamabad	35 years	<b>Qualification</b> 15 years of education in field of Information Security, Electronic Commerce, Electronic Engineering, Electrical Engineering, Computer Sciences or Information Technology from HEC recognized or a reputable foreign university /institution. <b>Skills</b> Skilled in relevant field of Software, Hardware, Network or Database particularly in the public sector. <b>Experience:</b> Minimum 02 years post qualification proven experience in IT sector at operational level.
6.	Network Administrator (Group-IV)	01 Merit	Islamabad	35 years	<b>Qualification</b> 15 years of education in field of Information Security, Electronic Commerce, Electronic Engineering, Electrical Engineering, Computer Sciences or Information Technology from HEC recognized or a reputable foreign university /institution. <b>Skills</b> Skilled in relevant field of Software, Hardware, Network or Database particularly in the public sector. <b>Experience</b> Minimum 02 years post qualification proven experience in IT sector at operational level.
7.	Finance & Admin Officer (Group-V)	01 Merit	Islamabad	35 years	<b>Qualification</b> Graduate, preferably in Business Administration / Commerce. <b>Experience:</b> 05 years experience in Government accounting, finance and administration.
8.	Computer / Office Assistants (Group-VI)	04 Merit-01 Punjab-02 Sindh (U)-01	Islamabad	35 years	<b>Qualification</b> Intermediate with Diploma in Computers. <b>Skills</b> Excellent skills in use of computers and working on excel / word processing / presentations. Good typing & shorthand skills. Excellent communication and front office skills. <b>Experience:</b> 02 years' experience in similar capacity.
9.	Receptionist-cum-Telephone (Group-VI)	01 Merit-01	Islamabad	35 years	<b>Qualification</b> Intermediate with Diploma in Computers. <b>Skills</b> Excellent skills in use of computers and working on excel / word processing / presentations. Good typing & shorthand skills. Excellent communication and front office skills. <b>Experience:</b> 02 years' experience in similar capacity.
10	Office Boy (Group-VIII)	02 Rawalpindi / Islamabad	Islamabad	35 years 50 years for ex-service men	<b>Qualification</b> At-least Middle. Preference will be given to persons with higher qualification. <b>Experience:</b> 02 years experience of working in similar capacity in any government or private organization.

\* Other allowances for all pay scales i.e House Rent, Conveyance Allowance, Medical Allowance & Utility Allowance will be admissible as per ECAC rules.

**NOTE:**

- (i). Candidates already in Government Service may submit their application through proper channel.
- (ii). PEC registration is required for Engineering Graduate(s) only.
- (iii). Age will be calculated with effect from the last date of submission of applications.
- (iv). Above maximum age limit is inclusive of all age relaxation.
- (v). Organization reserves the right to cancel the recruitment process for any or all of the positions at any time/stage.
- (vi). Tests against any of the above mentioned posts can be conducted if deemed appropriate.
- (vii). No TA / DA would be admissible for test / interview.

**HOW TO APPLY**

- \* Interested candidates fulfilling above eligibility criteria may visit website [www.nts.org.pk](http://www.nts.org.pk) for application submission.
- \* Candidates are required to submit online Application forms within 15 days of publication of this advertisement.