Government of Pakistan

Ministry of Federal Education & Professional Training

National Curriculum Council Secretariat, Islamabad

SITUATION 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 2021 for PSDP funded project staff. The contract will be for one year from the date of appointment which can be extended:

S#	Name of the Post with PPS	No. of Posts and Quota	Lump sum pay	Eligibility of Posts	Age Limit
1.	**Deputy Educational Adviser (PPS 09)**	01	Rs.306,250/-	2nd Class M.A./M.Sc. (16 years education) degree in Education, Economics, International Relations (IR), Sociology with 12 years' post-qualification experience of Curriculum development with of Curriculum Development with teaching / administration experience at a college / university. Note: Higher education qualification Standards shall be preferred and length of experience relaxable by five years for Ph.D and three years for M.Phil or equivalent qualification	35-55 Years
2.	**IT Expert (PPS-07)**	01	Rs. 157,500/-	• Masters' (16 years education) in Information Technology or Computer science from a recognized university • Post qualification experience in the relevant field will be preferred	30-40 Years
3.	**Librarian (PPS-07)**	01	Rs. 157,500/-	• Masters' (16 years education) in Library and Information Science from recognized university • Post qualification experience in the relevant field will be preferred	30-40 Years
4.	**Assistant Private Secretary (PPS-06)**	01	Rs. 105,000/-	• 2nd Class Bachelor (14 years education) degree from a university recognized by HEC • Minimum shorthand speed: 100 w.p.m. and typing speed of 50 w.p.m.	18-28 Years
5.	**Assistant (PPS-05)**	04	Rs. 70,000/-	• 2nd Class Bachelor (14 years education) degree from a university recognized by HEC • Must be computer literate	18-28 Years
6.	**Stenotypist (PPS-05)**	04	Rs. 70,000/-	• F.A./F.Sc. or equivalent degree from a university recognized by HEC • Minimum shorthand speed: 80 w.p.m. and typing speed of 40 w.p.m.	18-28 Years
7.	**Naib Qasida (PPS-01)**	01	Rs.28,000/-	Middle Pass	18-28 Years
8.	**Sanitary Worker (PPS-01)**	02	Rs.28,000/-	Literate	18-28 Years

Eligible interested candidates shall apply online (no hard copy shall be entertained) on the web portal of Educational Testing Council (ETC) of Higher Education Commission.

Recruitment process against the advertised posts shall be completed as under: -

i. **Submission of application:**

How to apply / register for written test:

- Visit the following link **http://etc.hec.gov.pk** for online registration
- In case of difficulty during online registration, visit **"onlinehelp.hec.gov.pk"** or download the user manual available at http://etc.hec.gov.pk
- Only online submitted applications will be considered for test.
- Download bank Fee Challan while registering for the test at http://etc.hec.gov.pk. (Fee Challan is only available on ETC online registration portal).
- Test fee of Rs. 1500/- is to be deposited in the account No. **17427900133401**, Account Title **Higher Education commission**, Habib Bank Limited, Branch Code: **1742.**
- All candidates are required to upload the Paid & Scanned Fee challan, duly stamped by an HBL branch, while completing the application form of ETC online registration portal to submit the application.
- The test fee is non-refundable and non-transferable.
- **Note: It is Mandatory to bring original applicant copy of paid fee challan on a test day along with your Original CNIC/Original Passport, otherwise candidate will not be allowed to sit in the exam.**
- Intimation about date and venue of the test shall be communicated electronically through SMS/ Email of the candidate only.
- **Help lines:** 051-111-119-432, 0334-111-9432
- Interview/ Selection process:
  Based on test results short listed candidates shall be called for formal interview.
  Intimation about the venue and the date of interview be communicated through invitation letter sent through postal mail/courier service, available email address of the candidate and through official website of National Curriculum Council (www.ncc.gov.pk)
  The short listed candidates would be required to bring original documents along with an attested copy of each at the time of interview.
- The candidate applied for the posts at Sr.No.7 & 8 are exempted from fee. They will submit application along with all testimonial to Dr. Zafar Iqbal, Assistant Educational Advisor (A&D), National Curriculum Council Secretariat, Plot No.35, H-9/4, Islamabad.
- The competent authority reserves the right to cancel the recruitment process, increase and decrease the number of posts as per requirement against any post at any stage without any reason.
- No TA/DA will be admissible for written tests / interview.
- Incomplete application and applications received after due date will not be entertained.

Last date to apply 22 August 2022

Director
National Curriculum Council Secretariat
Plot No 35 sector H 9/4 Islamabad
Phone # 051-9265579, 051-9265568

PID(I) 691/22