



GOVERNMENT OF PAKISTAN SITUATIONS VACANT

PHA Foundation, M/o (H&W) a public Sector Company based in Islamabad having Regional Offices requires the services of qualified, energetic and self-motivated candidates on regular basis as mentioned below:-

SN	Name of Post	B P S	No. of vaca- ncies	Allocation of Provincial/ Regional Quota	Age Limit	Required Qualification
01	Assistant Director (General Cadre) /	17	09	02-Open Merit 02-Punjab 01-Sindh (U) 01-Sindh (R) Minority 02-Balochistan (Leave Vacancy) 01-GB	35	Qualification: Second class Master's Degree in Business/ Public Administration, Economics, Project Management, Social Sciences, Computer Sciences/IT and Mass Communication/Commerce/Finance /Accounts/Marketing, LLB/LLM or equivalent from a University recognized by the HEC. Or a Chartered Accountant or Cost and Management Accountant. Technical Cadre: Second class Bachelor's Degree in Civil/Electrical Engineering or equivalent from a University recognized by the HEC and registered with PEC. Or Bachelor degree in City and Regional Planning / Architecture or equivalent from a university recognized by the HEC and registered with PEC Or Bachelor degree in Engineering along with Master Degree in Project Management / Contract Management from a University recognized by the HEC and registered with PEC.
	Assistant Director (Technical Cadre)	17	10	04-Punjab 02-Sindh (R) 01-Sindh (U) 02-KPK 01-Balochistan		
02	Web Developer	17	01	01-Open Merit	35	i. Second class Master's Degree / BS (4 years) in Computer Sciences / IT or software engineering or equivalent from a University recognized by the HEC. ii. The applicant must have sound knowledge of Web development / computer programing, SQL schema, design, ASP.Net, HTML web development, MySQL, designing & building, DB configuration.
03	Assistant Network System Administrator	16	01	01-Punjab	33	2 nd Class 4 Years Bachelor's Degree in Computer Science/IT or equivalent from a University recognized by the HEC.
04	Assistant Private Secretary	16	01	01-Open Merit	33	Second class graduate or equivalent from a University recognized by the HEC with 100/50 wpm speed in shorthand and typing respectively. Candidate with knowledge of computer shall be preferred.
05	IT Assistant	15	02	01-Punjab 01-KPK	33	i. Second class Master's Degree in Computer Sciences / IT or equivalent from a University recognized by the HEC. ii. The applicant must have sound knowledge in hardware / software installation of ICT, repair / maintenance / troubles hooting, network configuration / security shall be given preference.
06	Assistant	15	04	01-Open Merit 01-Sindh (R) 01-Sindh (U) 01-KPK	33	i. Second class Bachelor's Degree ii. Knowledge of computer in MS Office. iii. Successfully completion of 6 weeks basic IT training course (including MS Office) conducted by NTIB after appointment.
07	Steno-typist	14	06	01-Open Merit 04-Punjab 01-Balochistan	30	i. Second class Intermediate with 80/40 wpm speed in shorthand and typing respectively. ii. Basic Computer knowledge is mandatory especially MS-Office.

08	Sub-Engineer (Civil/EM)	14	06	01-Open Merit 02-Punjab 01-KPK 01-Balochistan 01-Disable quota	30	Qualification: Diploma in Civil, Electrical / Mechanical / Electronics Engineering (3 years) from any recognized Institute.
09	LDC	09	09	01-Open Merit 04-Punjab 01-Sindh (R) 01-KPK 01-Ex-FATA 01-Disable quota	30	Qualification: Matric. i. Typing speed with 30 wpm. ii. Basic Computer knowledge is mandatory especially MS-Office. iii. Successfully completed 3 weeks basic IT training course (including MS Office) conducted by NTIB within one year of appointment.
10	Naib Qasid	02	02	01-Open Merit 01-Sindh (R)	30	Primary
Total			51			

Instructions:

- All the recruitment will be observed as per Establishment Division's Policy on website and vide office Memorandum No. F.53/1/2008-SP dated 22-10-2014 as amended on 21-09-2017 & 27-12-2017 and Mechanism dated 16-01-2015, 03-03-2015, 11-05-2017, 18-08-2017 and 04-03-2019.
- Interested candidates may first visit <http://www.ats.org.pk> and apply for the post online.
- Candidates are liable to pay Rs. 300/- as test fee online at bank branches of HBL or Bank Al-Habib Limited as prescribed on application Form. Deposited fee is non-refundable / non-transferable.
- Applicants interested to apply for more than one post are advised to submit separate application form and deposit test fee for each post.
- After depositing prescribed fee, Original Application form along with Original Deposit Slip and CNIC Copy should be sent to the Manager, Operations, Allied Testing Service, 111-B, Street No. 30, F-10/1, Islamabad before closing date of submission of application form. Don't send documents / testimonials to ATS office, attested copies of the testimonials / documents will, however, be provided by the candidates to qualify the screening test as and when required by ATS or the appointing authority for scrutiny purpose. Original documents (educational and experience shall be produced by the candidates at the time of interview.
- Application must be submitted within 15 days of publication of this advertisement.
- Application received after due date will not be considered and no applications will be entertained by hand. Moreover, incomplete applications or application submitted with fake document will be rejected at any stage of the recruitment process.
- Employees of Government / Semi Government Bodies / Corporations should forward their applications through proper channel and produce NOC at the time to interview.
- General age relaxation of five (05) years already included in the age limit. However other specified age relaxation in upper age limit shall be allowed as per Government Rules/Policy.
- NO TA/DA shall be admissible for written test /interview.
- All quotas as per Government rules are applicable.
- Candidates will be considered on the basis of their domicile as mentioned against each vacancy. Minorities and women are encouraged to apply.
- The Competent Authority has rights to defer or cancel the recruitment process at any stage.

Allied Testing Services 111-B, Street No. 30, F-10/1, Islamabad, Pakistan.: 051-21535777, 2153578 & 2153579