



# GUJRANWALA ELECTRIC POWER COMPANY

## **CAREER OPPORTUNITIES FOR DISABLED PERSONS**

Gujranwala Electric Power Company (GEPCO), a leading electric utility Company, endeavoring to provide uninterrupted electric supply to more than 4.2 million valued consumers with more than 17000 employees.

In order to provide equal opportunities of employment to Special Persons, applications are invited from **Disable Candidates (Fit to Work)** through M/s National Testing Service (NTS) for appointment against following posts in GEPCO on **Lump Sum Pay Package**.

Sr. No.	Name of Post	No. of Posts	Minimum Qualification / Experience
1.	Junior Engineer (Electrical)	04	B.E / B.Sc. (Electrical / Electronics) Engineering Degree in 1st division (at-least 60% marks) from HEC recognized University and registered with PEC Pakistan. The candidate must have capable of operating computer with special emphasis on windows and MS Excel
2.	Assistant Manager (CS)	01	MBA / M.com/ MSc. Computer Sciences /MSc./MA (Statistics/ Mathematics/ Economics) with minimum two 1st Divisions in the academic career. The candidate must have capable of operating computer with special emphasis on windows and MS office
3.	Science Teacher / TGT	01	B.Sc (Double Maths, Phy) (II Div) + B.Ed (II Div) / MA (Education) II Divn
4.	Stenographer Grade-I	01	B.A, BSc 2nd Class with Math / Stat / Physics / Economics / Computer Science from a recognized University with a minimum speed of:- a. 80 w.p.m in short hand, b. 50 w.p.m typing. c. Certificate in Microsoft Office & Internet (e.mail) etc. Note: Preference will be given to the candidates having higher qualifications than those prescribed above.
5.	Line Superintendent Grade-I	10	Matric + 03 years DAE (1st Division) in Electrical Technology from a recognized Govt. Poly Technical Institute + One-year experience of the trade, in a supervisory post, in any electric supply undertaking or Electrical Concern of repute, engaged in the construction of transmission and distribution works. Condition of one-year experience is relaxable in case of candidates possessing higher qualification i.e. Bachelor degree in Electrical Engineering from a recognized university / Pakistan Engineering Council.
6.	Sub Station Operator Grade-I	3	Matric + 3-Year DAE Electrical / Electronics (B-Grade) + 03 years working experience in relevant field

7.	Accounts Assistant	4	B.Com 1st Division, Auditing & Advance Accounting OR B.A, BSc 1st Division + 03 years working experience in Audit / Accounts
8.	Audit Assistant	1	B.Com 1st Division, Auditing & Advance Accounting OR B.A, BSc 1st Division + 03 years working experience in Audit / Accounts.
9.	Commercial Assistant	9	B.A, B.Com, BSc, BCS (C-Grade).
10.	Data Coder	1	B.A, BSc, B.Com 2nd Class with Math / Stat / Physics / Economics. He / She must qualify professional trade test with at-least 50 % marks
11.	Head Clerk / Assistant	6	B.A, B.Com, BSc, BCS (C-Grade) 06 Weeks basic IT Training Course (Including MS Office) conducted by NITB/TEVTA/Institutions affiliated with / recognized by Board of Technical Education / Higher Education Commission.
12.	HDM Grade-B	1	Matric + 3 Year Diploma in Draftsman ship + 5-Year working experience in relevant field
13.	Line Superintendent Grade-II	4	Matric + 3-Year DAE Electrical (B-Grade)
14.	Sub Station Operator Grade-II	1	Matric + 3-Year DAE Electrical / Electronics (B-Grade)
15.	Stenographer Grade-II	1	B.A, BSc 2nd Class with Math / Stat / Physics / Economics / Computer Science from a recognized University with a minimum speed of:- a. 60 w.p.m in short hand, b. 40 w.p.m typing. c. Certificate in Microsoft Office & Internet (e.mail) etc. Note: Preference will be given to the candidates having higher qualifications than those prescribed above.
16.	Senior Clerk / UDC	3	Intermediate (C-Grade) OR Matric (C-Grade) + 10 years working experience in relevant field. 03 Weeks basic IT Training Course (Including MS Office) conducted by NITB/TEVTA/Institutions affiliated with / recognized by Board of Technical Education / Higher Education Commission.
17.	Junior Clerk / LDC / TCC	4	Matric (C-Grade) with 40 w.p.m in typing 03 Weeks basic IT Training Course (Including MS Office) conducted by NITB/TEVTA/Institutions affiliated with / recognized by Board of Technical Education / Higher Education Commission.
18.	Junior Clerk / LDC Commercial	3	Matric (C-Grade) with 40 w.p.m in typing 03 Weeks basic IT Training Course (Including MS Office) conducted by NITB/TEVTA/Institutions affiliated with / recognized by Board of Technical Education / Higher Education Commission.

19.	Meter Reader	28	Intermediate or Equivalent
20.	Sub Station Attendant	1	Matric + 3 years Diploma in Electrical / Electronics (C-Grade) or Matric + 2 years Diploma in Electrical / Electronics + 01 year working experience in relevant field
21.	Tracer	1	Matric with Drawing as an optional subject + Certificate from Govt. recognized Institution
22.	Assistant Sub Station Attendant	5	Matric (C-Grade) with Science subject
23.	Bill Distributor	8	Matric
24.	Helper (M&T / GSC)	2	Matric (C-Grade) with Science subjects
25.	Store Helper	2	Matric (C-Grade)
26.	Daftri	1	Under Matric
27.	Mali	3	Middle Pass
28.	Naib Qasid	8	Middle Pass
29.	Sanitary Worker / Sweeper	5	Literate (who can read Newspaper and write a simple letter in any language)
<b>TOTAL POSTS</b>		<b>122</b>	

**Note:-**

- (i) The candidates who are possessing Result Cards/Transcripts duly mentioning CGPA system must acquire their Result Cards clearly mentioning the marks in percentage (%age) from their respective institutes/ universities recognized by HEC before applying.
- (ii) The candidates must clearly mention the Nature of Disability while applying online so as to arrange particular arrangements for different assessment/phases as required.
- (iii) Candidates who are applying for the posts of Sr. 3 to 29, shall be eligible to apply having domicile of Gujranwala, Hafizabad, Gujrat, Wazirabad, Mandi Bahauddin, Sialkot & Narowal districts only.
- (iv) Candidates who are applying for the posts of Sr. 1 & 2 shall be eligible to apply all over the Pakistan basis.

**Applicants are advised to read the following instructions carefully before filling the relevant prescribed application form available on the GEPCO / National Testing Service (NTS) website.**

## **INSTRUCTIONS & GENERAL CONDITIONS**

- 1) Candidates who don't have PEC Registration are not eligible to apply for the post of Junior Engineers (Electrical) at Sr. 01.
- 2) Age Limit - 33 Years for the posts Sr. 1 & 2 and Age Limit - 30 Years for the posts Sr. 3 & 4 (No Age Relaxation will be admissible under the Rules for disabled persons) for the posts Sr. 1 to 4.
- 3) Age Limit – 30 Years (Age Relaxation of 10-years will be admissible under the Rules for disabled persons) for the posts Sr. 5 to 29.
- 4) Candidates must attach/upload Disability Certificate issued by respective Assessment Board for the Disabled Persons/ City/ District/ Provincial Council for Rehabilitation of Disabled Persons.
- 5) The candidates must have been declared As "Fit to Work" by the concerned Assessment Board for the Disabled Persons/ City/ District/ Provincial Council for Rehabilitation of Disabled Persons.
- 6) Selected candidates shall be allowed to join subject to production of Medical Fitness Certificate from WAPDA Hospital Gujranwala in which only the nature of disability, mentioned in the Disability Certificate shall be relaxed as per rules.
- 7) The above appointments shall be made on contract basis and shall neither be regularized in future at any stage.
- 8) The candidates already working in Govt./ Semi Govt./ Autonomous Public Organizations may apply through proper channel alongwith NOC of their department issued on its letter head.
- 9) Only those candidates who have completed their requisite Qualifications are eligible to apply. Candidates to whom final transcript, degree, domicile and other certificates have not been issued, **as on last date of submission of applications**, shall not be considered. Candidate awaiting their result are not eligible to apply.
- 10) Candidates shall be required to produce all original documents (along with NOC in case of in service candidates), at the time of interview for scrutiny before declaring eligibility.
- 11) GEPCO reserves the right to increase / decrease the number of posts or withhold / cancel the whole recruitment process at any stage without assigning any reason.
- 12) Only qualified / eligible candidates will be allowed to appear in Written Test. Only shortlisted candidates falling within merit as per the provisions of applicable GEPCO Employment Policy, will be called for Interview.
- 13) Concealment or mis-representation of facts at any stage will lead to disqualification of a candidate from the current recruitment and from all types of tests/exams to be conducted by the GEPCO for recruitments in future. All Certificate / Diploma / Degree, Domicile and other documents shall be verified from respective issuing authority. In case of bogus/fake submission of documents, the employment so offered shall be withdrawn abinitio and salaries paid will be recovered, besides lodging of FIR.
- 14) Selected candidates can be posted anywhere under the jurisdiction of GEPCO as per requirement of the Company.
- 15) Candidates will be recruited / appointed on lump sum pay package initially for a period of three (03) years extendable on satisfactory performance.
- 16) Recruitment will be carried out through M/S National Testing Service (NTS) for the sake of transparency and fair play as per criteria.
- 17) Candidates must be capable of operating Computer (including MS Office, Excel, Windows, and Internet & E-mail etc.) for the posts Sr. 01 to 25.
- 18) No TA/DA will be admissible to candidates for Test or Interview.
- 19) Incomplete applications or applications containing incorrect information or received after due date shall not be entertained.

- 20) Late submission of applications by courier service will have no binding upon GEPCO and M/S National Testing Service (NTS).
- 21) Original documents alongwith one set of attested photocopies must be presented by the candidate at the time of interview/joining of service.
- 22) Candidates may contact M/S National Testing Service (NTS) for any query/enquiry regarding written test, display provisional & final list of candidates, Roll No. slips, test centers, results etc.
- 23) Mobile phone will not be allowed in test center premises.
- 24) Dismissed / screened out employees of any organization or having criminal record are not eligible for employment in GEPCO. The clearance of character and antecedents of the candidates from the agencies/police shall be mandatory without which no candidate shall be selected.
- 25) Any litigation pertaining to recruitment tests conducted by the M/S NTS will be dealt by M/S NTS at its own level.
- 26) Those applicants who have applied against any of above referred posts in the past, should submit fresh application form as per above instructions.

## **HOW TO APPLY**

The applications must be submitted as follows:-

- 1) Applicants are advised to apply directly on the NTS website (www.nts.org.pk).
- 2) Neither by hand applications will be received at GEPCO nor at NTS.
- 3) **No test fee will be charged from the disable candidates being a matter to be treated as a Corporate Social Responsibility (CSR).**
- 4) The Online printed copy of the application form must be accompanied by legible attested copies of Degrees, Result Card/Certificate, CNIC, Domicile, a recent photograph.
- 5) Candidates are advised not to change their Mobile Numbers, Postal and Email address during the recruitment process. In case of change in mobile number and address, the responsibilities of non-intimation of Test Date, Result, Interview Schedule Merit lists, etc. shall rest with the candidate.
- 6) Candidates are advised to check the websites of NTS & GEPCO regularly for updated status on the recruitment process
- 7) Roll No. Slip containing the information regarding test center, timings and test date shall be sent directly to candidates by M/S NTS at least one (01) week before the test on the given postal address & candidates shall be informed through SMS as well.
- 8) The candidates are advised to contact the M/S NTS 051-8444441 OR email at query@nts.org.pk for any query / information related to Written Test, display of provisional and final list of candidates, Roll number slips, Test centers, Results etc.
- 9) The Online Application Portal shall be removed from the website at 11:59:59 p.m. on the closing date **28-06-2023** for the receipt of applications.
- 10) No application shall be entertained at GEPCO Headquarter, therefore, candidates are advised to send their complete prescribed application form directly to M/S National Testing Service – Pakistan Plot # 96, Street # 4, Sector H-8/1, Islamabad.
- 11) Applications incomplete in any respect or received after the due date will not be entertained and no claim whatsoever thereof will be accepted.
- 12) Separate application form will be submitted if candidate is applying against more than one post.
- 13) Please keep visiting NTS / GEPCO website regularly for test schedule, updates and results.

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