



## Securities and Exchange Commission of Pakistan

### Details of SECP Graduate Training Program /HAWKS 2023 (3rd Batch)

#### 1. Eligibility Criteria:

<b>Position Title</b>	Graduate Trainee
<b>Number of positions</b>	40
<b>Nature of employment</b>	Trainee Program
<b>Qualification Requirements</b>	<p>Master's degree or bachelor's degree (04 years) i.e. 16 years of education in relevant discipline i.e. Business Administration / Public Administration / Finance / Accounting / Commerce / Insurance / Economics / Statistics / Social Sciences/ Mathematics / Law &amp; Information Technology from a reputed HEC recognized Institute / University</p> <p style="text-align: center;">or</p> <p>Holders of professional certifications i.e. CFAP (ICAP) / CMA / ACCA / CFA / FRM can apply for these positions.</p>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• At least 70% marks in annual system or 3.2 CGPA out of 4.0 or 4.0 CGPA out of 5.0 in semester system.</li> <li>• For Law graduates only - At least 60% marks in annual system or 3.2 CGPA out of 4.0 or 4.0 CGPA out of 5.0 in semester system.</li> <li>• Maximum age limit for these positions is 28-years as on the last date of submission of applications. 02 years age relaxation for women, candidates from Balochistan, EX-FATA districts, Azad Kashmir, Gilgit Baltistan, minorities and special persons.</li> <li>• Candidates having international degrees / qualifications, which do not mention CGPA/percentages on their transcripts.</li> </ul>
<b>Duration</b>	<ul style="list-style-type: none"> <li>• 12 months leading to regular employment subject to successful completion of training program.</li> </ul>
<b>Location</b>	<ul style="list-style-type: none"> <li>• The training shall be in Islamabad.</li> <li>• After successful completion of Training program, all graduate trainees shall be permanently posted in Islamabad.</li> </ul>

**Note:** *Candidates/students awaiting results are not eligible to apply.*

**2. Eligible Candidates will have to go through standardized time-limited test:**

Sr. #	General Areas	Weightage	<b><i>Subject related 30%</i></b>		
			Law	IT	Business & Others
1	Analytical reasoning	30 %	Company Law 10%	Web Development 5%	General Management 10%
2	Leadership competencies & behavioral strengths	20%	Constitutional Law 10%	Programming Skills (Java, .Net) 5%	Business Law 5%
3	General knowledge	10%	Criminal Law 5%	Database 5%	Economics 5%
4	Verbal reasoning	10%	Civil Law 5%	Operating Systems 5%	Finance 5%
5	Subject related	30%		Networks 5%	Accounting 5%
				Analysis and Design 5%	
<b>Total</b>		<b>100%</b>			

**Test centers will be provided in Islamabad, Lahore, Karachi, Peshawar, Quetta, Gilgit and Muzaffarabad. (Subject to a minimum number of applications).**

**3. Submission of application for the SECP Graduate Training Program;**

1. Please visit <https://www.secp.gov.pk/careers/> for complete program details.
2. Interested candidates who meet the eligibility criteria must apply directly through NTS <http://www.nts.org.pk/secp/> within **15 days from the date of publication of the advertisement**. Applicants are advised to regularly check the NTS website for important information.
3. Hard copy of filled online Application form along with copies of all the educational documents / transcripts, Resume, CNIC, Domicile Certificate and Disability Certificate (where applicable) etc. must be sent to **NTS Headquarters (SECP project), Plot # 96, Street # 04, Sector H-8/1, Islamabad** within 15 days from the date of publication of the advertisement.
4. Application Forms filled improperly, incomplete, and submitted by hand will not be entertained.
5. For further information, please visit <https://www.nts.org.pk/> or call 051-8444441.

#### **4. Selection Process:**

1. The candidates shortlisted on the basis of written test and meeting other eligibility criteria will go through a multiple- tier interview process.
2. Successful candidates will be selected in order of merit.
3. The Selected candidates will receive an offer to join the SECP Graduate Training Program, subject to clearance of the SECP medical examination.
4. Upon joining the Commission as a graduate trainee, successful candidates will submit a Surety Bond of PKRs 1,000,000/- (Rupees One Million Only) in favor of the Commission, pledging that they will not quit the training. Furthermore, after completion of training, if selected as a regular confirmed employee, the trainees will serve the Commission for a minimum period of 24 months, failing which PKRs 1,000,000/- shall be recovered from the leaver (trainee).
5. After the successful completion of training program, there will be a written test to gauge their learning curve. Only those trainees securing 70 % and above marks will be offered a regular job at SECP as Management Executive.
6. Please be informed that if at any stage of selection process or during the training, it is revealed that you do not meet the required eligibility criteria as per advertisement, your candidature for the training program will be withdrawn / cancelled immediately.

#### **5. What we are offering you:**

1. Extensive training program including industry visits.
2. If you have passion for innovation and desire to join the apex regulator of capital markets and corporate sector of Pakistan. you'll enjoy an open, inspiring culture that encourages talented individuals at entry-level positions in the Commission, who would be adequately developed to occupy positions of responsibilities in future.
3. In addition to on the job training, selected trainees will also be given exposure to regulated entities during the rotation program e.g. field/online trips to Stock Exchanges, Brokerage Houses, Asset Management Companies, Insurance Companies, Big Listed Companies as well as Company Registration Offices of the Commission and other relevant institutions to enhance working knowledge.
4. Impactful mentoring programs to have productive conversations and meetings to accomplish set goals.
5. During the training period, Selected Candidates will be offered Market competitive compensation (110,000/- per month), Medical facility and one-time relocation grant for the Selected candidates who do not belong to or reside in Islamabad/Rawalpindi districts.