



NATIONAL TRANSMISSION & DESPATCH COMPANY LTD.

CAREER OPPORTUNITIES

National Transmission and Despatch Company Limited (NTDC) is backing the economic growth of the Country through its excellent Transmission & Despatch network with optimum utilization of resources and by providing a rewarding workplace for the employees. The Company invites applications from energetic and experienced candidates (**Citizens of Pakistan & AJK**) for the following positions on contract basis.

Sr#	Name of Post & BPS	Qualification & Experience	Age Limit	No. Of Positions	Quota
1	Assistant Legal Officer (BPS-16)	<ul style="list-style-type: none"> • Law Graduate • 02 Years Practice 	25-35 years	01	Punjab Open=01
2	Assistant Private Secretary (BPS-16)	<ul style="list-style-type: none"> • B.A / BSc 2nd Class with Math/Stat/Physics/Economics/Computer Science from a recognized University with minimum speed of:- <ol style="list-style-type: none"> a. 80 WPM in shorthand b. 50 WPM in Typing c. Certificate in Microsoft Office and Internet (e.mail) etc + proficiency in computer usage. Note: Preference will be given to the candidates having higher qualification than those prescribed above. 	18-30 years	08	Disable Quota=01, Sindh Rural (Open)=02, Sindh Urban (Open)=01, KPK (Open)=02, Baluchistan (Open)=01, Ex-FATA=01
3	Office Assistant (IT) (BPS-15)	<ul style="list-style-type: none"> • Minimum 14-years of Education (Bachelor's Degree or equivalent) with at-least 60% marks in Computer Science/ Information Technology/ Computer Software. 	18-30 years	159	ECQ=30, Disable Quota=2, Open Merit =10, Punjab (Open)=52, Punjab (Women)=7, Punjab (Minority)=3, Sindh Rural (Open)=12, Sindh Rural (Women)=1, Sindh Rural (Minority)=1, Sindh Urban (Open)=8, Sindh Urban (Women)=1, Sindh Urban (Minority)=1, KPK (Open)=12, KPK (Women)=2, KPK (Minority)=1, Baluchistan (Open)=7, Baluchistan (Women)=1, Ex-FATA (Open)=3, Ex-FATA (Women)=1, GB (Open)=2, AJK (Open)=2,
4	Assistant (Admin) (BPS-15)	<ul style="list-style-type: none"> • Graduation (Humanities, Science, Commerce, Computer) ("C" Grade / 50% Marks) With • 06 weeks Basic IT Training Course (including MS Office) conducted by a recognized institute/Department. OR • Intermediate (Humanities, Science, Commerce, Computer) ("C" Grade / 50% 	18-30 Years	06	Open Merit =01, Sindh Rural (Open)=02, Sindh Urban (Open)=01, KPK (Open)=01, Baluchistan (Open)=01,

		Marks) with 10 years' experience in Admn Clerical Job. With <ul style="list-style-type: none"> • 06 weeks Basic IT Training Course (including MS Office) conducted by a recognized institute/Department. 			
5	Accounts Assistant (BPS-15)	<ul style="list-style-type: none"> • B. Com with Auditing & Advance Accounting / B.Com (Hons) / BBA (Hons) / BBA (Finance) / BSBA with at least 50% marks • 6 weeks Basic IT Training Course (including MS Office) conducted by a recognized institute/Department. 	18-30 years	53	Disable Quota=2, Open Merit =2, Punjab (Open)=21, Punjab (Women)=4, Sindh Rural (Open)=2, Sindh Rural (Women)=1 Sindh Rural (Minorities)=1 Sindh Urban (Open)=3, Sindh Urban (Women)=1 KPK (Open)=06, KPK (Women)=1 KPK (Minorities)=1, Baluchistan (Open)=3, Ex-FATA (Open)=2, Ex-FATA (Women)=1, AJK (Open)=2

Applicants are advised to read the following instructions carefully before filling the relevant prescribed application form available on the NTS website (www.nts.org.pk) with this advertisement. The application form must be clearly filled as the candidate themselves will be responsible for the consequences of any incorrect information or non-provision of relevant data.

INSTRUCTIONS AND GENERAL CONDITIONS:

- i. Candidates are advised to apply online on prescribed Application Form available on NTS website (www.nts.org.pk).
- ii. Candidates must **possess** recognized-relevant-degree/equivalence by HEC/ IBCC etc.
- iii. Candidates awaiting their result are **not eligible** to apply.
- iv. Photocopies of educational documents / experience certificates are not required at this stage.
- v. Candidates are advised to deposit the test fee as follows as prescribed by NTS:
 - For Sr. 1 & 2 Rs. 650/- (Rupees Six Hundred and fifty only)
 - For Sr. 3 to 5 Rs. 575/- (Rupees Five Hundred and Seventy-Five only)
- vi. Candidates applying against different quota (s) of above-mentioned categories, will be entertained if holding domicile of the same district(s) & province mentioned against each. Different quotas such as Employees' Children, Minorities, disable etc. will be observed as per policy.
- vii. Candidates who wish to apply against NTDC employee's children quota (**for position at Sr. 3,4 & 5**) may indicate it in the relevant box given in the NTS application form.
- viii. Candidates applying against NTDC employee's Children Quota (**for position at Sr. 3,4 & 5**) must ensure to attach all relevant documents mentioned in the application form along with CNIC & NTDC Employee ID Card of father / mother. They must also provide an affidavit that their brother/sister or widowed mother is not already employed in NTDC against employees' children quota.
- ix. Only eligible candidates will be called for written test/interview.
- x. Candidates, if selected, will be required to perform duties anywhere in Pakistan as per requirement of the company.
- xi. **Original documents/degrees/certificates/ NOC (in case of NTDC/ Govt. Employee)** must be presented by the candidates at the time of interview.
- xii. Candidates may contact NTS for any query/enquiry regarding written test, display of provisional and final list of candidates, roll number slips, test centers, results etc.
- xiii. Five (05) years general age relaxation has already been included in the age limit. No further age relaxation shall be granted except relaxation mentioned at **(Sr # 'xiv, xv, & xvi')**.
- xiv. Upper age limit is relaxable upto 03 years for all the posts to the candidates belonging to Scheduled Castes, Buddhist Community, Recognized Tribes of Tribal Areas (Ex-FATA), Gilgit Baltistan, Azad Kashmir. For posts at **Sr # 3, 4 & 5** this age relaxation in upper age limit upto 3 years also includes Sindh (Rural) and Baluchistan.

- xv. NTDC/Government employees, who have completed two (02) years continuous service on the closing date of receipt of applications are allowed up to ten (10) years relaxation in the prescribed age limit. However, they shall apply through proper channel.
- xvi. For posts at **Sr # 3,4 & 5** upper age limit is relaxable upto 10 years for disabled persons.
- xvii. Where a candidate is entitled to age relaxation under more than one category (instructions at Sr # 'xiv, xv, & xvi'), he shall be allowed relaxation in age only in ONE category
- xviii. The candidates who have been weeded out of service on disciplinary ground as well as dismissed or debarred for future employment are not eligible to apply.
- xix. The above BPS based positions will be considered for regularization after successful completion of the contract period and satisfactory performance as per rules.
- xx. Candidates applying against the Minority or Disability quota posts have to produce minority/disability certificate from authority concerned.
- xxi. Incomplete applications or applications containing incorrect information shall be disqualified at any stage, even after employment, with cost.
- xxii. No TA/DA will be allowed to the candidates for Test or Interview.
- xxiii. NTDC reserves the right to increase or decrease the number of posts or withhold the recruitment process at any stage.
- xxiv. Last date for receipt of applications is **Saturday, 13th April, 2024**.

National Testing Service (NTS)
Plot # 96, Street No 04, Sector H-8/1, Islamabad

اہم اعلان:

تحریری امتحان شروع ہونے سے پہلے، تمام اہل/شارٹ لسٹ کیے گئے امیدواروں کو جنہیں تحریری امتحان کے لیے بلایا جائے گا، ان کی حاضری اور شناخت کی جانچ بائیو میٹرک ٹیکنالوجی کے ذریعے کی جائے گی۔ لہذا، تمام درخواست دہندگان کے لیے نادرا سسٹم میں اپنے فنگر پرنٹس کو اپ ڈیٹ کرنا لازمی ہے۔ اگر وہ ایسا کرنے میں ناکام رہتے ہیں تو انہیں تحریری امتحان میں شرکت کی اجازت نہیں ہوگی۔

