GOVERNMENT OF PAKISTAN

MINISTRY OF ENERGY (POWER DIVISION)

NATIONAL ENERGY EFFICIENCY & CONSERVATION AUTHORITY

NEECA BUILDING, G-5/2, ISLAMABAD, PAKISTAN

[www.neeca.gov.pk](http://www.neeca.gov.pk)

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| The National Energy Efficiency & Conservation Authority (NEECA) is an Authority established under the Ministry of Energy (Power Division) and serves as a federal focal agency mandated for initiating, catalyzing and coordinating all Energy Conservation activities in different sectors of economy. NEECA is looking forward applications from the suitable candidates for the following vacant positions based in Islamabad on merit and provincial / regional quotas as prescribed by the Federal Government;  |
| **Sr.** | **Designation** | **No. of Posts** | **Domicile** | **Max Age** | **Required Qualification** | **Required Experience** |
| 1. | **Associate**(NSG-1) | 02 | Punjab – 01 Merit – 01 | **30** | 1. At least Bachelor’s (14 years of Education) Degree in any relevant discipline from HEC recognized university

b) Minimum typing speed of 40 w.p.m | a) At least 1 year progressive experience. Preference will be given to the candidates having post qualification recognized and verifiable experience in the relevant field. b) Computer Skills or equivalent tool skills is mandatory. |
| 2. | **Assistant**(NSG-2) | 06 | Punjab – 03Sindh – 01KP – 01Merit – 01 | **30** | 1. At least Bachelor’s (14 years of Education) Degree in any relevant discipline from HEC recognized university

b) Minimum typing speed of 40 w.p.m | a) Preference will be given to the candidates having post qualification recognized and verifiable experience in the relevant field.b) Computer Skills or equivalent tool skills is mandatory. |
| 3. | **Junior Assistant**(NSG-3) | 10 | Punjab – 05Sindh – 02KP – 01Merit – 02 | **30** | 1. At least intermediate (12 years of Education) from any recognized Board of Intermediate and Secondary Education or equivalent

b) Minimum typing speed of 40 w.p.m | a) Preference will be given to the candidates having post qualification recognized and verifiable experience in the relevant field.b) Computer Skills or equivalent tool skills is mandatory. |
| 4. | **Driver**(NSG-5) | 02 | Punjab – 01Merit – 01 | **30** | 1. At least Middle Pass
2. Valid driving license
3. Well versed in the traffic rules
 | Preference will be given to the candidates having diversified vehicles driving experience. |

**Terms & Conditions:**

1. Candidates should apply only if they fulfill the eligibility criteria of the post.
2. The candidates already in Government service should apply through proper channel and shall provide NOC at the time of interview.
3. Age relaxation has been already included in upper age limit. No further age relaxation will be given.
4. NEECA offers market competitive salary alongwith other benefits in accordance with NEECA Service Regulations.
5. Only shortlisted candidates will be called for test/interview. No TA/DA will be allowed to candidates for test/interview.
6. NEECA reserves the right to reject any or all applications, cancel the recruitment process or whole, increase/ decrease the number of posts as per requirement against any post at any stage without assigning any reason.
7. Submission of original documents shall be mandatory at the time of interview.
8. In case of any false/forged information provided in the application, NEECA reserves the right to disqualify a candidate at any stage, and the costs incurred will be recovered from the applicant.
9. Candidates are not required to pay any test fee.
10. Incomplete applications and the applications received after due date will not be entertained.

**How To Apply:**

1. Interested candidates must visit NTS web site: [www.nts.org.pk](http://www.nts.org,pk) to apply online within **15 days** of publication of advertisement.
2. Online Application Form filled improperly, incomplete, without fee submission, and submitted by hand will not be entertained.
3. Only online filled Application Forms will be entertained. Hand written Application Forms will not be entertained.
4. For further information/test related queries, please visit [www.nts.org.pk](http://www.nts.org.pk) or call at 051-8444441.

 **(NEECA is an Equal Opportunity Employer)**

**Women, Minorities and Differently abled persons are encouraged to apply.**

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| **(Director HR & Operations)****National Energy Efficiency & Conservation Authority (NEECA)****NEECA Building, Sector G-5/2, Islamabad****Tel: 92-51-9209025** |