

Government of Pakistan
National Commission on the Rights of Child
Office No. 502, 5th Floor, Evacuee Trust Complex, F-5/1, Agha Khan Road, Islamabad

SITUATION VACANT

Applications are invited from suitable candidates against following vacant posts at National Commission on the Rights of Child on **Regular Basis:**

S. No.	Name of Post with BPS	Education	Experience	Age Limit	No of Post	Quota
1.	Director (BPS-19)	Bachelor's degree in law (LLB.) or Master's Degree in Social Work/ Sociology, Economics, Anthropology or Equivalent with 2 nd Division from the HEC recognized University.	12 years' experience in law or investigation or budget or finance or Administration or research and publications related to Human Rights/ Welfare/ Development.	37-45 years	01	Merit 01
2.	Assistant Director Programs (BPS-17)	Master's degree in social work, Sociology, Anthropology, or MBA, MPA or LL. B with 2 nd Division from the HEC recognized University	-	25-30 years	01	Merit 01
3.	Assistant Director Admin & Finance (BPS-17)	Master's degree in social work, Sociology, Anthropology, or MBA, MPA or LL. B with 2 nd Division from the HEC recognized University	-	25-30 years	01	Merit 01
4.	Account Officer (BPS-16)	Bachelor's degree in commerce or PIPFA qualified Degree from HEC recognized University	-	21-30 Years	01	Merit 01
5.	Assistant Private Secretary (BPS-16)	Bachelor's Degree from a University recognized by HEC with minimum speed of 100/50 w.p.m. in shorthand/ typing respectively and should be Computer literate.	-	20-28 years	02	Merit 01 Punjab (including ICT) 01
6.	Steno-typist (BPS-14)	(i) Intermediate (ii) Minimum speed of 80/40 w.p.m in shorthand and typing respectively (iii) Must be computer literate	-	18-25 Years	02	Merit 01 Punjab (including ICT) 01
7.	LDC (BPS-11)	Matric with minimum typing speed of 30 w.p.m	-	18-25 Years	02	Merit 01 Punjab (including ICT) 01
8.	Driver (BPS-04)	Primary Pass and holder of a valid driving license		20-30 Years	01	Local Basis /ICT
9.	Dispatch Rider (BPS-04)	Primary Pass and holder of a valid driving license		18-30 Years	01	Local Basis/ ICT

Terms and Conditions: -

- Interested candidates may apply online on National Job Portal's Website: NJP online at <https://njp.gov.pk/> within fifteen 15 days from the date of publication of advertisement. Hard copies of the applications will not be entertained.
- All appointments will be made in accordance with the prevailing Recruitment Rules of NCRC.
- List of shortlisted candidates and date/time for test/interview will be uploaded on the National Commission on the Rights of Child (NCRC) website i.e. www.ncrc.gov.pk. Therefore, the applicants are advised to visit NCRC's website regularly.
- Employees of the Government/ Semi-Government bodies/ Corporations should apply through proper channel.
- Relaxation in upper age limit will be admissible as per Federal Government Rules/ Policy.
- Candidates will bring original documents/domicile/CNIC at the time of test/ interview.
- The candidates selected for the said post will be on a probation period of one year under the Rules.
- Applications received after the closing date will not be entertained.
- No TA/DA will be admissible for the test/ interview.
- Only shortlisted candidates will be called for test/ interview.
- NCRC reserves the right to cancel/ withdraw the process of recruitment at any stage without assigning any reason.

(Assistant Director)
Phone: 051-9202201,
Email: administration@ncrc.gov.pk

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