



MINISTRY OF FEDERAL EDUCATION  
AND PROFESSIONAL TRAINING

## VACANCY ANNOUNCEMENT

Applications are invited from eligible candidates as per the eligibility criteria mentioned against the following project positions in the "Establishment of Project Planning & Development Unit (PPDU)", Ministry of Federal Education & Professional Training, Islamabad. The post is to be filled purely on a contract basis as per the project pay package admissible for the PSDP-funded Project staff. Initially, the contract will be awarded for a period of six (06) months which can be further extended annually, upon satisfactory performance, till the life of the project.

Sr. No	Name of Posts with PPS	No of Position	Age Limit	Eligibility Criteria
01	Assistant (PPS-06)	01 Position (Merit)	22 - 35	<ul style="list-style-type: none"><li>▶ BSC/B.COM/B.A. from HEC recognized University</li><li>▶ Minimum 02 Years of Post-Qualification</li><li>▶ Experience in the relevant domain</li></ul>
02	Data Entry Operator PPS-05	01 Position (Merit)	22 - 35	<ul style="list-style-type: none"><li>▶ B.A. / B.Sc./ B.Com. from HEC recognized institute / university</li><li>▶ Certified from recognized Institute in MS Word</li><li>▶ Minimum 02 Years of Post-Qualification</li><li>▶ Experience the relevant domain</li></ul>

### IMPORTANT INSTRUCTIONS:

1. The Candidates are required to submit application only on Performa (available at the website of Ministry of Federal Education & Professional Training) to the undersigned within 15 days from the date of advertisement.
2. Only shortlisted candidates will be called for a test/interview. No TA/DA will be admissible for the test/interview. The candidates called for interview will have to bring their original documents along with two attested copies of academic/testimonials/experience certificate(s), Degrees, CNIC copy, two photographs, and professional experience certificate.
3. Incomplete applications or received after the due date will not be entertained.
4. The cutoff date for determining the eligibility of the candidate in terms of age, qualification, experience, etc., will be the closing date of receipt of applications.
5. Detailed Job Description/TORs and Eligibility Criteria are available at the website of Ministry of Federal Education and Professional Training, Islamabad.
6. The Competent Authority reserves the right to cancel the recruitment process, increase or decrease the number of posts as per requirement against any post at any stage without assigning any reason.

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