



ELECTRONIC CERTIFICATION ACCREDITATION COUNCIL



JOB OPPORTUNITIES

Electronic Certification Accreditation Council (ECAC), requires the services of experienced professionals on contract for the following posts as per following criteria:-

Sr #	Name of Post & Pay Scale	No. of Vacancies/ Domicile	Place of Posting	Max Age Limit	Qualification & Experience
1.	Registrar (Group-I)	01 Merit	Islamabad	50 years	<p><u>Qualification</u></p> <p>16 years of education in field of Electronic Commerce, Information Security, Electronic Engineering, Electrical Engineering, Computer Sciences, Information Technology, Business Administration, Management or Law from a reputable foreign or HEC recognized university /institution.</p> <p><u>Skills</u></p> <p>Effective inter-personal skills of Management and motivational skills in developing a dynamic organization.</p> <p><u>Experience</u></p> <p>06 years' experience of management in public / private sector.</p>
2.	Director Security Audit (Group-II)	01 Merit	Islamabad	40 years	<p><u>Qualification</u></p> <p>16 years of education in field of Information Security, Electronic Commerce, Electronic Engineering, Electrical Engineering, Computer Sciences or Information Technology from HEC recognized or a reputable foreign university /institution.</p> <p><u>Skills</u></p>

					<p>Skilled in Public Key Infrastructure, cryptography, Information Security and international best practices and standards of Certification Authorities particularly in the public sector.</p> <p><u>Experience</u> Minimum 04 years post qualification proven experience in IT sector at operational level.</p>
3.	Researchers (Group-III)	01 Punjab-01	Islamabad	35 years	<p><u>Qualification</u> 16 years of education in field of Information Security, Electronic Commerce, Electronic Engineering, Electrical Engineering, IT Laws, Computer Sciences or Information Technology from HEC recognized or a reputable foreign university /institution.</p> <p><u>Skills</u> Skilled in Public Key Infrastructure, cryptography, Information Security and international best practices and standards of Certification Authorities particularly in the public sector.</p> <p><u>Experience</u> Minimum 03 years post qualification proven experience in IT sector at operational level.</p>
4.	Deputy Director (Group-III)	02 Punjab-02	Islamabad	35 years	<p><u>Qualification</u> 16 years of education in field of Information Security, Electronic Commerce, Electronic Engineering, Electrical Engineering, IT Laws, Computer Sciences or Information Technology from HEC recognized or a reputable foreign university /institution.</p> <p><u>Skills</u> Skilled in Public Key Infrastructure, cryptography,</p>

					<p>Information Security and international best practices and standards of Certification Authorities particularly in the public sector.</p> <p>Experience Minimum 03 years post qualification proven experience in IT sector at operational level.</p>
5.	System Administrator (Group-IV)	01 Merit	Islamabad	35 years	<p>Qualification 16 years of education in field of Information Security, Electronic Commerce, Electronic Engineering, Electrical Engineering, Computer Sciences or Information Technology from HEC recognized or a reputable foreign university /institution.</p> <p>Skills Skilled in relevant field of Software, Hardware, Network or Database particularly in the public sector.</p> <p>Experience Minimum 02 years post qualification proven experience in IT sector at operational level.</p>
6.	Network Administrator (Group-IV)	01 Merit	Islamabad	35 years	<p>Qualification 16 years of education in field of Information Security, Electronic Commerce, Electronic Engineering, Electrical Engineering, Computer Sciences or Information Technology from HEC recognized or a reputable foreign university /institution.</p> <p>Skills Skilled in relevant field of Software, Hardware, Network or Database particularly in the public sector.</p> <p>Experience Minimum 02 years post</p>

					qualification proven experience in IT sector at operational level.
7.	Finance & Admin Officer (Group-V)	01 Merit	Islamabad	35 years	<p><u>Qualification</u></p> <p>Graduate, preferably in Business Administration / Commerce.</p> <p><u>Experience</u></p> <p>05 years experience in Government accounting, finance and administration.</p>
8.	Computer / Office Assistants (Group-VI)	04 Merit-01 Punjab-02 Sindh (U)-01	Islamabad	35 years	<p><u>Qualification</u></p> <p>Intermediate with Diploma in Computers.</p> <p><u>Skills</u></p> <ul style="list-style-type: none"> • Excellent skills in use of computers and working on excel / word processing / presentations. • Good typing & shorthand skills. • Excellent communication and front office skills. <p><u>Experience</u></p> <p>02 years' experience in similar capacity.</p>
9.	Receptionist-cum-Telephone (Group-VI)	01 Merit-01	Islamabad	35 years	<p><u>Qualification</u></p> <p>Intermediate with Diploma in Computers.</p> <p><u>Skills</u></p> <ul style="list-style-type: none"> • Excellent skills in use of computers and working on excel / word processing / presentations. • Good typing & shorthand skills. • Excellent communication and front office skills. <p><u>Experience</u></p> <p>02 years' experience in similar capacity.</p>

10.	Office Boy (Group-VIII)	02 Rawalpindi / Islamabad	Islamabad	35 years 50 years for ex- servicemen	<p><u>Qualification</u></p> <p>At-least Middle, Preference will be given to persons with higher qualification.</p> <p><u>Experience</u></p> <p>02 years experience of working in similar capacity in any government or private organization.</p>
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- Other allowances for all pay scales i.e House Rent, Conveyance Allowance, Medical Allowance & Utility Allowance will be admissible as per ECAC rules.

NOTE:

- Candidates already in Government Service may submit their application through proper channel.
- PEC registration is required for Engineering Graduate(s) only.
- Age will be calculated with effect from the last date of submission of applications.
- Above maximum age limit is inclusive of all age relaxation.
- Organization reserves the right to cancel the recruitment process for any or all of the positions at any time/stage.
- Tests against any of the above mentioned posts can be conducted if deemed appropriate.
- No TA / DA would be admissible for test / interview.

HOW TO APPLY

- Interested candidates fulfilling above eligibility criteria may visit website www.nts.org.pk for application submission.
- Candidates are required to submit online Application forms **within 15 days of publication of this advertisement.**

ELECTRONIC CERTIFICATION ACCREDITATION COUNCIL (ECAC)
NTC Headquarters, G-5/2, Islamabad
051-9245739