

**Government of Pakistan
Ministry of Human Rights**

SITUATION VACANT

Ministry of Human Rights invites applications on contract basis for Child Protection Institute under the ICT Child Protection Act, 2018.

S. No.	Designation	Number of Posts	Qualification	Experience	Age limit
1.	Director General (BPS-20)	1 Open Merit	Masters or higher degree in Social Work / Sociology/ Anthropology / Human Rights / Public Policy / Public Administration / Law (LLB) with 2 nd Division from the HEC recognized University.	05-Years experience in BPS-19 / above / equivalent in the field of administration/ management/ finance/ monitoring & evaluation/Law/research related to international covenants / conventions on human rights in public / private sect	40-57 years
2.	Director (BPS-19)	1 Open Merit	Masters degree in Social Work / Sociology / Anthropology, Human Rights / International Relations / Public Policy / Public Administration / Law (LLB) with 2 nd Division from the HEC recognized University.	05 years experience in BPS-18 / above / equivalent in the fields of administration/ management/monitoring & evaluation / Law / research related to international covenants / conventions on human rights in public / private sect/	35-45 years
3.	Computer Programmer (BPS-17)	1 Open Merit	Masters Degree in Computer Science / IT / Software Engineering / equivalent in the relevant field with 2 nd Division from the HEC recognized University	2 years experience in Computer Sciences / IT / System Analysis / Networking / Programming / Database Design in public or private sector.	25-35 years
4.	Assistant Director (DBMS) (BPS-17)	1 Open Merit	Masters Degree in Computer Science / IT / Software Engineering / equivalent in the relevant field with 2 nd Division from the HEC recognized University	2 years experience in Computer Sciences / IT / System Analysis / Networking / Programming / Database Design in public or private sector.	25-35 years
5.	Assistant Director (Admn & Accounts) (BPS-17)	1 Open Merit	M.Com / MBA (Finance)/MPA with 2 nd Division from the HEC recognized University.	2 years experience in administration / accounts is preferable in public or private sector.	25-35 years
6.	Child Protection Officer (BPS-17)	3 Open Merit	Masters Degree in Social Work /Sociology/ Anthropology with 2 nd Division from the HEC recognized University.	2 years experience in Human Rights/ Child Rights/ Women Rights preferable in public or private sector.	25-35 years
7.	Assistant Private Secretary (BPS-16)	1 Open Merit	Bachelors degree in 2 nd division from the HEC recognized University. Minimum speed of 100/50 w.p.m. in shorthand/ typing respectively and must be Computer literate	.	20-28 years.

8.	Stenotypist (BPS-14)	02 Open Merit	Intermediate / equivalent Certificate Minimum 80/400 W.P.M in shorthand/ typing speedrespectively and must be Computer literate	20-30 years.
9.	Data Entry Operator (BPS-12)	03 Open Merit	Intermediate / equivalent Certificate Minimum 80/40 W.P.M in shorthand/ typing speedrespectively and must be Computer literate	20-30 years.
10.	Driver (BPS-05)	02 Open Merit	Primary pass and holder of a valid LTV/ Motorcar driving license and good. understanding of traffic rules.	20-30 years.
11.	Dispatch Rider (BPS-04)	01 Open Merit	Primary pass and holder of a valid LTV/ Motorcycle / Motorcar driving license and good. understanding of traffic rules.	18-30 years.
12.	Naib Qasid (BPS-01)	02 Open Merit	Primary and well mannered.	18-30 years.
13.	Sweeper (BPS-01)	01 Open Merit	Literate and skillful.	18-30 years.

Terms and Conditions:

- i. Applications along-with CVs and attested copies of degrees, domicile and CNIC should reach the undersigned **within 15 days** from the date of advertisement.
- ii. Incomplete applications and those received after closing date will not be entertained.
- iii. Candidates will produce original certificates at the time of interview.
- iv. No TA/DA will be given for appearing in test/interview.
- v. Only shortlisted candidates will be called for test/interview.
- vi. Females are encouraged to apply.
- vii. The initial appointment will befor a period of three years which is extendable.
- viii. The Ministry of Human Rights reserves the right to cancel/withdraw advertisement at any time.

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