



GOVERNMENT OF PAKISTAN COMPETITION COMMISSION OF PAKISTAN

Vacancy Announcement

The Competition Commission of Pakistan invites applications from suitable candidates for appointment on two year contract basis against the following posts, as per the terms and conditions mentioned below :-

Name of Post	No of Posts	Qualification	Experience	Age Limit
Personal Assistant/ Office Assistant	3	Bachelor's degree in Arts, Science, Business Administration or Social Sciences. (Minimum 14 years of education)	3 years	30

Key Responsibilities & Professional credentials;

- Provide general administrative and clerical support.
- Assist in documentation, filing, photocopying, and record-keeping.
- Manage incoming and outgoing correspondence.
- Ensure timely dispatch of documents and internal communications.
- Perform any other duties assigned by the supervisor.
- Proficient in MS Office.
- Good typing speed and basic computer knowledge.
- Strong organizational and communication skills.
- Prior experience in a government/semi-government will be an added advantage.

General Terms and Conditions:

- Post-qualification experience of the candidate will be considered.
- The candidate possessing the requisite qualification, experience and age may apply.
- Only shortlisted candidates based on qualification and experience will be called for the interview and no TA/DA will be given to the candidates to appear in the test/interview.
- Government employees may apply through proper channel after getting NOC from the parent department
- The applications received after due date will not be accepted.
- General age relaxation of 5 years in upper age limit would be granted as admissible under the rules.
- Selection will be purely on merit. Any attempt to cause undue influence on the selection process will lead to the applicant to be disqualified immediately.
- The Commission reserves the right to accept, reject the applications or postpone the appointment process as permissible under the applicable rules.

Application Process

Interested candidates meeting the requisite qualification/experience/skills criteria for the mentioned posts may apply online at www.cc.gov.pk. Applications must be submitted online with in fifteen (15) days of publication of advertisement.

Deputy Director (HR)
Competition Commission of Pakistan
051-9100260-3

