

NATIONAL ASSEMBLY SECRETARIAT

SITUATION VACANT

Applications on prescribed format are invited for the under mentioned post from the Pakistani Nationals, possessing the prescribed Domicile, qualification, experience and other requirements as mentioned against each:-

Sl. No	Name of Post and Pay Scale	No. of Posts	Qualification/Experience	Domicile	Max. Age limit on closing date	Tenure of Contract
1.	Social Media Assistant (BS-14) (12720-980-42120)	02	Graduate (Minimum 2 nd Division) in Mass Communication, Marketing, Media or Public Relation from recognized university. ii. One year diploma in Graphic Designing/certificate in computer skills from a professional recognized institute. iii. One year experience in handling of Social Media Accounts. iv. Excellent consulting, writing, editing (photo/video/text), presentation and communication skills. v. Demonstrable social networking experience and social analytics tools knowledge. vi. Adequate knowledge of web design, web development, Conversion Rate Optimization (CRO) and Search Engine Optimization (SEO). vii. Knowledge of online marketing and good understanding of major marketing channels. viii. Positive attitude, detail and public oriented with good multitasking and organizational ability.	Punjab (1) Sindh® (1)	25 years	One year (Extendable)

1. Only those candidates possessing certificates/degrees from the institutions recognized by the Government are eligible to apply.
2. Relaxation in maximum age limit is admissible under the rules.
3. Excellent Computer knowledge/skills, English Fluency, Infographic Designing, Google Adwords, Google Analytics and SEO Expert applicants will be given preference.
4. The competent authority reserves the right to increase & decrease the vacancies and to cancel the process of recruitment of advertised posts partially or totally.
5. Canvassing in any manner will disqualify the candidate.
6. Only short-listed applicants will be called for test/interview.
7. No TA/DA will be admissible for appearing in the interview/tests.
8. Government servants should apply through proper channel. Advance copies of applications shall not be entertained.
9. Prescribed Form duly signed and filled in, in all respects must reach this Secretariat latest by **10th January, 2017**.
10. Incomplete Application Forms, filled/written vaguely and those received after due date shall not be entertained. The application form can be downloaded from the website www.na.gov.pk.

Note: No need to send copies of documents at this stage. However, the original documents shall be produced at the time of test/interview.


(MUHAMMAD ASHIQUE)
Section Officer (Estt-II)
National Assembly Secretariat,
Phone No. 051-9208163

NATIONAL ASSEMBLY SECRETARIAT
Prescribed Proforma for Social Media Assistant (BS-14)

Photo
1 x 1.5

1. Reference of Advertisement:- i) Newspaper _____ ii) Date _____
2. Name of the Applicant: (in block letters) _____
3. Father's Name (in block letters) _____
4. Address: (a) Present postal address: _____

(b) Permanent address: _____

(c) Telephone/Mobile No.(if any) _____
5. Domicile: Tick (✓) the relevant domicile:
(a) Punjab (b) Sindh (R)
6. Domicile District:- _____ 8. Gender: Tick (✓) the relevant (a) Male (b) Female
7. Date of Birth as per: i) Matric / School Certificate:- _____
8. Religion:- _____ 11. CNIC No. _____
9. Disable: (a) Yes (b) No (In case of yes, an attested copy of disability certificate must be enclosed with the proforma)
10. Qualification:-

Certificate / Degree	Passing Years (date of issuance of Detailed marks sheet/result card) (date-month-year)	Division	Experience	Name of Board / University Institute	Major Subjects

11. Experience:

S.No	Designation & Grade	Name of Department(Govt/ Semi Autonomous Bodies / Private Firms)	Duration		Total Period of experience till closing date of application		
			From	To	Years	Months	Days
a.							
b.							
			Total Period				

12. Computer/Technical Certificate/Diploma etc.

Certificate/Diploma	Held from		Grade	Name of Institute
	From	To		

13. Tick (✓) the relevant proposed station for test:- a) Islamabad b) Lahore c) Quetta d) Karachi

14. I hereby undertake that the information provided by me is correct and any information found incorrect at later stage will lead to cancellation of my candidature for the above mentioned post. Also, I am aware that incomplete filling up of form will result in disqualification of my candidature, with no subsequent claim whatsoever.

Date:- _____ Signature of the Applicant: _____

Note: Attested copy of CNIC must be attached with the Proforma.