

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.

| 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) | 01 | Graduate (Minimum 2 nd Division) in Mass Communication, Marketing, Media or Public Relations, from recognized university. x. One year diploma in Graphic Designing/certificate in computer skills from a professional recognized institute. xi. One year experience in handling of Social Media Accounts. xii. Excellent consulting, writing, editing (photo/video/text), presentation and communication skills. iii. Demonstrable social networking experience and social analytics tools / knowledge. iv. Adequate knowledge of web designing, web development, Conversion Rate Optimization (CRO) and Search Engine Optimization (SEO). xv. Knowledge of online marketing and good understanding of major marketing channels. xvi. Positive attitude, detail and public oriented with good multitasking and organizational ability. | Sindh® | 25 years | One year (Extendable) |

- Only those candidates possessing certificates/degrees from the institutions recognized by the Government are eligible to apply.
- Relaxation in maximum age limit is admissible under the rules.
- Excellent Computer knowledge/skills, English Fluency, Infographic Designing, Google Adwords, Google Analytics and SEO Expert applicants will be given preference.
- The competent authority reserves the right to increase OR decrease the number of vacancies and to cancel the process of recruitment of advertised posts partially or totally.
- Canvassing in any manner will disqualify the candidate.
- Only short-listed applicants will be called for test/interview.
- No TA/DA will be admissible for appearing in the interview/tests.
- Government servants should apply through proper channel. Advance copies of applications shall not be entertained.
- Prescribed Form duly signed and filled in, in all respects must reach this Secretariat latest by **3rd March, 2017**.
- 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)
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