



Employees' Old-Age Benefits Institution

EOBI House, 190/1/B, Block-2, PECHS, Karachi.

VACANCY ANNOUNCEMENT

Applications are invited for the following positions at the Employees' Old-Age Benefits Institution (EOBI), from the candidates possessing the following qualifications, experience, age and domicile requirements:-

Sr. No	DESIGNATION / POST AND PAY SCALE	NO. OF POSTS	MAX AGE	DOMICILE	QUALIFICATION AND EXPERIENCE
1	Secretary BoT (Grade-09, Eqv. BPS-19) (Rs. 87840-4530-178440)	1	45	Punjab Merit, (01)	<p>1. Education Qualification:</p> <p>i) Minimum Master of Business Administration OR LLB with at least 2nd division or Grade 'C' from a university recognized by HEC</p> <p>2. Professional Membership:</p> <p>i. Member of recognized body of professional accountants OR</p> <p>ii. Member of recognized body of corporate/ charter secretaries.</p> <p>3. Experience</p> <p>i) Hold Minimum Ten (10) years of post-qualification corporate secretariat/ corporate affairs/ board affairs experience in comparable public or private organization.</p> <p>ii) At least 2 years of experience as Company Secretary/ Secretary of Board.</p> <p>iii) Hands on experience in managing statutory and compliance framework.</p>
2	Director (Law Cadre) (Grade-09, Eqv. BPS-19) (Rs. 87840-4530-178440)	1	40	Punjab Merit, (01)	<p>i) LL.M (Master of Law) with at least 2nd division or Grade 'C' from a university recognized by HEC with 8 Years relevant Experience and five (5) reported cases of superior court.</p> <p>ii) LLB with at least 2nd division or Grade 'C' from a university recognized by HEC with 10 Years relevant Experience and five (5) reported cases of superior court.</p> <p>iii) 08 to 10 years relevant post qualification experience in a responsible position under any commercial/industrial establishment or Government Organization. Relaxable in case of higher qualification in Law.</p> <p>iv) Established computer literacy and ability to work in MS Office will be required.</p>
3	Director (IT Cadre) (Grade-09, Eqv. BPS-19) (Rs. 87840-4530-178440)	1	40	Punjab Merit, (01)	<p>i) Master's Degree in Computer Science Computer System/IT with at least 2nd division or Grade 'C' from a university recognized by HEC (Minimum 18 years of education).</p> <p>ii) 10 years' relevant post qualification experience including 2 years in Managerial Capacity.</p> <p>iii) Two years relevant & valid certification will be required.</p>
Total Vacancy		3			

Terms & Conditions:

- Applications on plain paper along with three (3) passport size photographs, attested copies of degrees/certificates, CNIC, domicile etc. must be submitted to the Director (PRT), Human Resource Department, EOBI Head Office, 190/1/B, Block-2, P.E.C.H.S, Karachi, within 15 days from the date of publication of this advertisement.
- Incomplete applications or those received after the due date will not be entertained.
- Candidates currently working in Government, Semi-Government and Government-controlled Organizations must submit a No Objection Certificate (NOC) from their respective organization at the time of interview.
- The candidates appearing for the interview(s) must bring their original CNIC, original educational certificates duly verified by HEC along with two sets of attested photocopies and verified experience certificate(s).
- In case of applying for more than one posts, separate application may be submitted for each post.
- Name of the post applied for should be clearly mentioned on the envelope.
- Age relaxation will be admissible as per Federal Government Rules.
- Age & Qualification will be considered as of the last date for submission of applications.
- No TA/DA will be admissible for appearing before the Departmental Selection Committee.
- Selected candidates will undergo a probationary period of at least one year.
- Concealment or providing misleading information will disqualify the candidate at any stage of recruitment even after selection.
- The Institution reserves the right to stop the recruitment process at any stage OR to increase or decrease the number of vacancies.
- All posts are based at EOBI Head Office, Karachi and are non-transferable.
- Only short listed candidates will be called for an interview(s).

Irfan Alam
Director (PRT)

Human Resource Department
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