

(RECRUITMENT ON CONTRACT BASIS)

Benazir Income Support Programme (BISP) intends to hire the **Data Entry Executive (DEE) and Security Guard (SG)** for its **Dynamic Registration Centers** initiative on fixed salary of Rs.50,000/- per month and 10,000/- mobility allowance for DEEs conducting survey on the Dynamic Android Application and 40,000/- for security guard at Dynamic Registration Centers (DRC)., purely on contract basis for a period of three months extendable up to three more tenures. **Detailed TORs can be downloaded from www.bisp.gov.pk.**

Sr. #	Post/Age/Vacancies	Required Qualification & Experience
1.	Data Entry Executive (DEE) Vacancies: 1528 (As per categories mentioned below) Max. Age Limit: 30 years on the closing date of advertisement	<ul style="list-style-type: none"> ▪ Fourteen years of education (Graduation degree) ▪ Proficiency in operating Android-based applications and familiarity with data entry tools. ▪ Females and experienced candidates are encouraged to apply. ▪ Strong attention to detail and commitment to accuracy. ▪ Max. age limit is 45 years on the closing date.
2.	Security Guard (SG) Vacancies: 655 (As per categories mentioned below) Max. Age Limit: 30 years on the closing date of advertisement	<ul style="list-style-type: none"> ▪ Matriculation (Original Certificate) ▪ Preference will be given to the relevant experienced candidates. ▪ Max. age limit is 45 years on the closing date.

Category (I): Province/Region wise General Posts of DEE (1528) & SG (655)

Province	No. of Posts DEE	No. of Posts SG
Punjab	334	167
Sindh	284	142
Balochistan	250	125
Khyber Pakhtunkhwa	312	156
Azad Jumma and Kashmir	66	33
Gilgit Baltistan	56	28
Islamabad	08	04
2x DEEs each for 25 MRVs	50	-
1x additional DEE at 168 district HQs DRCs	168	-
Total	1528	655

INSTRUCTIONS:-

- The interested / eligible candidates, who fulfill the above mentioned criteria, are required to **apply online** within **15 days** of publication of this advertisement, on prescribed "Application Form for the post of DEEs & SGs" available at BISP's official website (www.bisp.gov.pk). **Hard copies of applications/ documents and applications received through email shall not be acceptable.**
- Candidates are advised to fill in the entire application form carefully, particularly ensure correct entries of personal particulars, CNIC number, domicile, educational qualification, religion, gender and functional phone number etc.
- T.A/D.A shall not be admissible. **The original documents shall be checked at the time of interview, in case of any discrepancy, the candidature would be liable to be canceled.**
- Candidates in Government Service will have to resign from their service before joining, if they are selected.
- BISP is an equal opportunity employer and encourages all genders and other candidates belonging to marginalized segments of society to apply.
- No Age relaxation will be admissible.
- Preference will be given to the domicile holder of the relevant District of the post. **However, it shall not be the sole criteria of selection.**
- BISP reserves the right to increase/decrease number of posts as per requirement of the programme or cancel/ withdraw the recruitment at any stage due to unforeseen / administrative issues.
- The candidates for the post of DEEs will be informed about test schedule through **SMS and BISP website** and no separate intimation in this context shall be made. Therefore candidates are advised to keep their given mobile number operational during recruitment process.
- Candidate are to be appointed on contract basis and will not claim regularization on any grounds and will not be regularized in BISP Service

Director HR (HQ & Establishment)

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