



NATIONAL TRANSMISSION & DESPATCH CO. LTD.

CAREER OPPORTUNITY

NTDC is a Public Limited Company mandated under its license to manage all the properties, rights and assets, obligations and liabilities of 500 kV and 220 kV Grid Stations and Transmission Lines/ Network.

Applications are invited from energetic & experienced candidates (**Citizens of Pakistan**) to fill the following position in NTDC on one year contract basis (extendable on satisfactory performance).

Sr. #	Post / BPS	Minimum Qualification & Experience
1.	Manager (Civil) (BPS-19)	<ul style="list-style-type: none">. BSc (Civil Engineering) / MSc (Structural Engineering) professional. Eligible for PEC Registration. 15 years post qualification experience of working as Civil Engineer in BPS-17/ 18 in a public sector entity (preferably power sector) OR as Civil Engineer in reputed private sector organization. At least 5 years experience in designing and construction management of civil works for grid stations and transmission lines. Knowledge and Experience of project management, contract management, structural design, construction, concreting and rehabilitation. Knowledge of relevant rules and laws viz PPRA, Tendering. Application knowledge of relevant softwares e.g. STAAD / PrimaVera / SAP / SAFE or other related design softwares. Knowledge of ACI Code, IBC and related Design Code
Upper Age Limit		45 Years

Applicants are advised to read the following instructions carefully before filling the relevant prescribed application form available on the NTDC website.

INSTRUCTIONS

- Candidates must apply on the prescribed application form available on NTDC website.
- Photocopies of educational documents/ experience certificates are not required at this stage.
- Computer literacy is mandatory for the position.
- NTDC is an equal employment opportunity company.
- Only short listed candidates will be called for interview.
- No TA/ DA is admissible to candidates called for interview.
- Incomplete applications or applications containing incorrect information shall be rejected.
- Original documents** must be presented by the candidates at the time of interview.
- NTDC reserves the right to withhold the recruitment process at any stage without assigning any reason.
- Attested copy of CNIC, and **two recent passport size photographs** along with the prescribed application form must reach the following address by **06th January, 2017** either by courier service or Pakistan Post etc.

DIRECTOR GENERAL (HR & ADMN) NTDC

Room # 419, WAPDA House, Lahore

6432-34

Save Electricity for you and Nation

PID(L)1968



Registration No. _____

To be filled by Department

REGISTRATION FORM**NATIONAL TRANSMISSION & DESPATCH COMPANY****Application for the post of Manager (Civil)**

Picture 1
Paste your
Recent
Passport size
Color
photograph
with gum

Eligibility Criteria:

A. Is your Age according to the prescribed age limit for the desired post on 06-01-2017?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. Do you have the relevant/prescribed Qualification & Experience as mentioned in the advertisement?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If your reply is "Yes" to A&B above, only then please proceed further, otherwise you are not eligible to apply.

Personal Information: Use CAPITAL letters and leave spaces between words.1. Name in Full: 2. Father's Name: 3. Candidate's CNIC#: 4. Gender: Male FemaleDate of Birth: - - Write your correct date of Birth other wise your application will be rejected

4. Total Age on closing date of Advertisement: _____ Years _____ Months _____ Days

5. Email: _____

6. Postal Address: _____

(All correspondence will be made on this address though courier or ordinary postal service)

_____ City: _____ Postal City District: _____

7. Permanent Address: _____

_____ City: _____ District: _____

8. Phone No: (OFF) _____ (RES.) _____ (Mobile) _____

(City code- Phone No.)

9. Religion: Muslim Non Muslim**10. Academic Information:** (Please do not attached copies of your academic certificates.)

- Note: 1. NTDC will not issue Roll No Slips/Interview Letters to those who have not filled in their academic record properly.
2. Candidate should convert their grades into marks. (O level /A level or any other degree having grades.
3. Write exact degree name & major subjects mentioned in certificate/ transcript.
4. Result awaiting candidates are not eligible.

Certificate/ Degree Name	Degree Title	Major Subject	Year Passing	Obtained Marks/CGPA	Total Marks/CGPA	Board/ University
Matric (10 Years)						
Intermediate (12 Years)						
Bachelor (14 Years)						
Bachelor/Master (16 Years)						
MS/M.Phil (18 years)						
Others						

11. Computer Skills:

Sr. No.	Diploma / Certificate	Year From	Year To	Institute / University	Total Marks/CGPA

12. Are you registered with PEC? Yes No If Yes, PEC registration No. _____

13. Relevant employment record as per advertisement: Add Extra sheet if required.

Sr.#	Organization/ Employer's Name	Job Title	Job Duration	
			Write only Month & Year	
1				
2				
3				
4				
5				

14. Total relevant post qualification experience as per advertisement:

Years Months Days

Undertaking By The Applicant:

I _____ d/s/w of _____ do hereby solemnly declare that all the information provided by me in this application from and all the additional particulars/ documents/ certificates furnished along with it are true to the best of my knowledge and belief and nothing has been concealed. I also declare that I have never been dismissed or removed from Government service under any Provincial, Federal Government, Autonomous and Semi-Autonomous or State Enterprise. If anything wrong/ incorrect is found later, I shall be liable to disciplinary action which may result in cancellation of candidature and even my employment.

**Picture 2
Affix your
Recent
Passport size
Color
photograph
with Stapler**

Date _____ Signature of the Candidate _____

INSTRUCTIONS:

- Please fill the Application Form properly with complete and correct information/answers.
- Please DO NOT leave any answers blank, otherwise your application shall be rejected.
- All information provided in this application form will be verified, and original documents will be demanded and verified at the time of interview.
- Incorrect, false or forged information may result in cancellation of your candidature at any stage, even after employment, and initiation of a legal action against you.
- Attach your two recent passport Size Photographs and CNIC Copy.
- In service Government employees may apply through proper channel.
- No application will be entertained after the closing date.

Please send application forms on below address latest by 06.01.2017

**Director General (HR & Admn) NTDC
ROOM NO 419, WAPDA HOUSE, MALL ROAD,
LAHORE, PAKISTAN.**