



Situations Vacant Under Aghaz-e-Haqooq-e-Balochistan Package

Oil and Gas Regulatory Authority (OGRA) invites applications from suitable candidates, having Balochistan domicile, for appointment against the following positions under Aghaz-e-Haqooq-e- Balochistan Package:

Assistant Executive Director (Technical) (# 01 post)	Bachelor's degree in the field of Mechanical, Electrical, Chemical, Metallurgy, Petrogas, Petroleum Engineering or equivalent from a recognized University in Pakistan or abroad, and registered with Pakistan Engineering Council with minimum relevant post qualification experience of 02 years. Or Master degree in the field of Chemistry from a recognized university in Pakistan or abroad with minimum relevant post-qualification Experience of 02 years. Maximum age limit: 35 years.
Law Officer (# 01 post)	Bar-at-Law/LLB from a recognized University in Pakistan or abroad with minimum relevant post-qualification experience of 02 years. Maximum Age limit: 35 years.
Assistant Registrar (Appeals) (# 1 post)	Bar-at-Law/LLB from a recognized University in Pakistan or abroad with minimum relevant post-qualification experience of 02 years. Maximum Age limit: 35 years.
Assistant Law Officer (# 1 post)	Bar-at-Law/LLB from a recognized University in Pakistan or abroad with minimum relevant post-qualification experience of 01 year. Maximum Age limit: 35 years
Office Secretary (# 2 posts)	Bachelor's degree from a recognized university. Should have minimum relevant post qualification experience of 05 years. Should be proficient in office management and latest computer applications with minimum typing speed of 50 words per minute. Maximum age limit: 45 years.
Assistant / Data Entry Operator (# 2 posts)	Intermediate with minimum relevant post qualification experience of 02 years. Should be proficient in office management and latest computer applications with minimum typing speed of 40 words per minute. Maximum age limit: 30 years.

- Candidates having domiciles of Balochistan are only eligible to apply.
- Persons working in Government/Semi Government/Autonomous bodies/Semi-autonomous bodies, Corporations, etc. should apply through proper channel and if selected, will have to resign or seek retirement from their posts/organizations before joining the Organization.
- Only the most suitable short listed candidates will be invited for test/interview and selection will be made purely on merit.
- Pay Packages as per Organizational Scales.
- No TA/DA will be admissible to the candidates for test/interview.
- Only Application complete in all respects on the prescribed Employment Application Form available at OGRA's Website: www.ogra.org.pk along-with attested copies of all Academic Certificates/Degrees, Experience Certificates, CNIC, Domicile Certificate and latest passport size photograph, shall be entertained.
- Please mark the envelop on the right top corner with the title of position applied for.
- The application should reach at following address within fifteen (15) days from the date of publication of this advertisement.
- The Authority reserves the right to fill or not to fill any of the advertised post without assigning any reason.

Secretary / Executive Director (Admin/HR)
Oil & Gas Regulatory Authority,
Plot no. 54-B, Fazal-e-Haq Road, Blue Area, Islamabad

Employment Form

Date of Advertisement: _____

Name of Position: _____

Name of the Applicant: _____

Father's / Husband's Name: _____

Date of Birth:(DD-MM-YY) _____

Age on last date of application: (DD-MM-YY)

Marital Status: _____

Religion: _____

Nationality: _____

CNIC Number: _____

Domicile:(City with province) _____

Permanent Address: _____

Present Postal Address: _____

Email Address: _____

Landline No. / Cell No. : _____

Passport Size
Picture

Academic Qualification:

S.No	Degree/ Certificate	University/College/ Institution	Passing Year	Division	GCPA / Percentage	Marks Obtained/ Total Marks
1.						
2.						
3.						
4.						

Employment Record:

Employer Name	Duration		Position Held	Major Responsibilities	Total Period Served (DD.MM.YY)
	From	To			
1.					
2.					
3.					
4.					

Total Experience (DD-MM-YY):

Declaration:

I do hereby solemnly affirm and declare that all the information provided by me in the above Application Form is correct and complete, to the best of my knowledge and belief, In case any of the above information is proved to be incorrect, false or misleading it will act as sufficient cause for rejection of my application.

Date: _____

Signature: _____