



GOVERNMENT OF PAKISTAN
Ministry of Commerce
Trade Dispute Resolution Commission



CAREER OPPORTUNITIES

Applications are invited from male and female citizens of Pakistan for recruitment in the EDF-funded project at TDRC, Islamabad. All positions are contractual, initially for 10 month (extendable as per requirement of TDRC), with a fixed monthly salary. Those who possess the requisite qualifications and experience may apply for the following positions.:

S. No.	Name of the Posts	No. of Vacancies	Required Qualification & Experience	Age
1.	IT Professional	01	<p>i. BS in Computer Science, Information Technology, Software Engineering</p> <p>ii. 3 Years Experience</p> <ul style="list-style-type: none">❖ Proficiency in relevant programming languages❖ Familiarity with data management systems❖ Familiarity with web development frameworks❖ Having good knowledge of operating systems, Networking and cyber security.	Maximum 40 Years
2.	IT Assistant	01	<p>i. Diploma or certification in IT, Computer Hardware, Software & Networking Bachelor's degree holders will be preferred.</p> <p>ii. 3 Years' experience</p> <ul style="list-style-type: none">❖ Basic understanding of computer hardware, software, & networking.❖ Knowledge of operating systems❖ Experience with Microsoft Office Suite (Excel, Word, Outlook).❖ Familiarity with troubleshooting common IT issues (Printers, Wi-Fi, system errors).❖ Understanding of database management❖ Ability to install and configure software, antivirus, and system updates.	Maximum 40 Years
3.	Legal Assistant	01	<p>i. LLB</p> <p>ii. 5 Years' experience as Practicing in Law in specific areas e.g., corporate, employment and HR related matters.</p>	Maximum 40 Years

4.	Accountant	01	<ul style="list-style-type: none"> i. Bachelor's degree in Finance, Accounting, Economics, Business Administration ii. Familiar with accounting, software, Microsoft excel iii. Having experience in bookkeeping, including journal entries in ledgers, cash books, bank statement reconciliation, expenditure statements, and applicable tax deduction/filing requirements 	Maximum 65 Years
5.	Office Assistant	04	<ul style="list-style-type: none"> i. Bachelor's degree ii. 1-2 Years' Experience of work in public Sector Organization iii. Proficiency in Office Suite: Competence with word processing and spreadsheet software (Word, Excel, etc.) iv. Basic understanding/knowledge of computer operating systems 	Maximum 40 Years
6.	Data Entry Operator	02	<ul style="list-style-type: none"> i. FA/F. Sc. (Computer Science) ii. 3Years' Experience ❖ Knowledge of Data Entry Software: Familiarity with tools like Microsoft Excel, Google Sheets, and other data management software. ❖ Basic Understanding of Database Systems: Ability to work with data management systems and spreadsheets. ❖ Proficiency in Office Suite: Competence with word processing and spreadsheet software (Word, Excel, etc.). 	Maximum 40 Years
7.	Driver	03	<ul style="list-style-type: none"> i. Matric/Primary ii. Valid Driving Licence holder iii. 5 Years' Experience 	Maximum 40 Years
8.	NaibQasid (3)	03	<ul style="list-style-type: none"> i. Matric ii. 1-2Years' Experience 	Maximum 40 Years
9.	Chowkidar (1) Sanitary Worker (1)	02	<ul style="list-style-type: none"> i. Primary ii. 1-2 Years' Experience 	Maximum 40 Years
TOTAL		18		

Important Instructions/Information:

1. Only shortlisted candidates who meet the eligibility criteria will be called for a test/interview.
2. Driving tests/skills assessments will be conducted separately by TDRC for drivers and technical cadre staff.
3. Appointments against all positions will be made on merit.
4. The information provided in the application form will be verified. In case of any false or forged information or fake/bogus documents, TDRC reserves the right to cancel the candidature at any stage (even after appointment if discovered later) and to initiate legal action against the applicants.
5. TDRC reserves the right to cancel the recruitment process, in part or in whole, and to increase or decrease the number of posts as per the recruitment requirements for any position at any stage, without assigning any reason.
6. Tests/interviews will be conducted at TDRC, Islamabad, or at any other location as per requirement.
7. Political interference or involvement will be discouraged, and TDRC reserves the right to cancel the candidature for any political interference.
8. No TA/DA will be admissible for the purpose of test/interview.

How to Apply:

- a. Applicants may apply for recruitment along with their copies of domicile, CV, and two recent color passport-size photographs, CNIC, experience certificate and HEC verified degrees within 15 days of the publication of this advertisement. Applications should be posted/mailed to the Deputy Director (Administration), 2nd Floor, State Life Building No. 5, China Chowk, Islamabad. Applications submitted by hand or after the deadline will not be entertained.
- b. Shortlisted applicants for the interview must present their original documents along with one set of attested copies of Degrees/Certificates issued by an HEC-recognized board/university/institute.
- c. Applicants already in government service must apply through the proper channel and will be required to produce an NOC at the time of the interview.

“TDRC encourages female candidates to apply”

DEPUTY DIRECTOR (Admn)

Trade Dispute Resolution Commission (TDRC)

2nd Floor, SLIC Building No.5, China Chowk

ISLAMABAD.

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