

## **JUNIOR EXECUTIVE**

The Junior Executive is a starting point for careers at the Securities and Exchange Commission of Pakistan (the Commission) and is designed to attract highly motivated young individuals. The Commission provides nurturing environment for high potential individuals to develop them for leadership roles. This program provides excellent opportunity for professional growth through on the job training and exposure to SECP's functions.

The individual must be comfortable in an automated working environment and should have exceptional Communication, Writing, Presentation and Analytical Skills with a positive and proactive team working approach.

### **QUALIFICATION**

1. The ideal candidate should have excellent academic track record, preferably Masters or four years Bachelors with specialization in Finance/ Accounting/ Management/ Banking/ MIS/ Statistics/ Economics/ Computer Sciences/ Business related discipline/Law from a reputable university recognized by Higher Education Commission with at least three first class/ division or equivalent CGPA and having no third class/division (CGPA not less than 3.00 in a scale of 4.00 and 4.00 in the scale of 5.00 or 70% marks in aggregate) in academic career. Candidates who have cleared Module E in Chartered Accountancy, Stage-5 level of ICMA and who are ACCA affiliates are also eligible to apply.
2. Geographic mobility and flexibility to work anywhere in the country.
3. Age not over 25 years as on October 30, 2011.

### **SELECTION PROCEDURE**

1. The selection process will be on merit basis.
2. The shortlisted candidates will have to sit for competitive written test conducting by NTS covering areas IQ, Current Affairs, General Knowledge, Analytical Reasoning, Quantitative and Communication Skills.
3. Successful shortlisted candidates will be called for interview.
4. A final list of candidates will be prepared on the basis of combined result of written test, interview and group discussion. Junior Executive will be selected from the final list who will secure minimum 70% marks in written test, Interview and group discussion in aggregate.
5. Any attempt to influence the Selection Process will be considered a definite disqualification, even if the candidate is otherwise qualified.

## **APPLICATION PROCEDURE**

After processing of NTS test results applicants are required to send hardcopy of their applications through courier/ mail on the prescribed application form alongwith the following documents:

1. Attested two-passport size photographs.
2. Attested photocopy of CNIC.
3. One attested copy of each Educational Certificates including Mark Sheets of Matriculation, Intermediate and Degree Examinations.
4. Copy of Experience certificates (if any)

Please send your applications to:

**NATIONAL TESTING SERVICE**  
**House No. 402, Street No. 34, Sector I-8/2, Islamabad**  
Tel: +92-51-9258478-79, Fax: +92-51-9258480  
Email: [info@nts.org.pk](mailto:info@nts.org.pk)

**THE TEST WILL BE HELD AT ISLAMABAD, KARACHI, LAHORE, PESHAWAR, QUETTA, MULTAN AND FAISALABAD.**

Only complete application alongwith all specified documents, meeting the eligible criteria will be considered

**Interviews and test only for short listed candidates**

**APPLICATION DEADLINE: NOVEMBER 21, 2011**