

## VACANCY ANNOUNCEMENT

Applications are invited for the following positions at the Employees' Old-Age Benefits Institution (EOBI), from the candidates possessing the following qualifications, experience, age and domicile requirements:

Sr. No	DESIGNATION / POST AND PAY SCALE	No. OF POSTS	MAX AGE	DOMICILE	QUALIFICATION AND EXPERIENCE
1	<b>Dy. Director (Law Cadre)</b> <b>(Grade-08, Eqv. BPS-18)</b> (Rs. 56880-4260-142080)	1	35	Punjab Merit (01)	<ul style="list-style-type: none"> <li>i) LL.B with at least 2nd division or Grade 'C' from a university recognized by HEC.</li> <li>ii) Established computer literacy and ability to work in MS Office will be required.</li> <li>iii) 7 years' relevant post qualification experience in a responsible position under any commercial/ industrial establishment or Government Organization.</li> </ul>
2	<b>Dy. Director (IT Cadre)</b> <b>(Grade-08, Eqv. BPS-18)</b> (Rs. 56880-4260-142080)	2	35	Punjab Merit (01) Sindh Rural Merit (01)	<ul style="list-style-type: none"> <li>i) Minimum Master's Degree in Computer Science/Computer System/IT/Telecom (Minimum 18 years of education) with at least 2nd division or Grade 'C' from a university recognized by HEC.</li> <li>ii) 7 years' relevant post qualification experience.</li> <li>iii) 2 relevant &amp; valid certifications will be required.</li> </ul>
3	<b>Assistant Director (Operations Cadre)</b> <b>(Grade-07, Eqv. BPS-17)</b> (Rs. 45070-3420-113470)	108	30	Merit (08) Punjab Merit (46) Punjab Women (05) Punjab Minority (03) Sindh Urban Merit (07) Sindh Urban Women (01) Sindh Rural Merit (11) Sindh Rural Women (01) Sindh Rural Minority (01) KPK Merit (10) KPK Women (01) KPK Minority (01) Baluchistan Merit (06) Baluchistan Women (01) Ex-FATA Merit (03) AJK Merit (02) GB Merit (01)	<ul style="list-style-type: none"> <li>i) Minimum 16 years' Degree in Business Administration/ Public Administration/ Economics/ Mathematics/ Statistics/ Commerce/ Social Development &amp; Policy or LLB with at least 2nd division or Grade 'C' from a university recognized by HEC.</li> <li>ii) Candidates well versed in Computer literacy will be preferred.</li> </ul>
4	<b>Assistant Director (Office Cadre)</b> <b>(Grade-07, Eqv. BPS-17)</b> (Rs. 45070-3420-113470)	13	30	Merit (01) Punjab Merit (06) Punjab Women (01) Sindh Urban Merit (01) Sindh Rural Merit (01) KPK Merit (02) Baluchistan Merit (01)	<ul style="list-style-type: none"> <li>i) Minimum 16 years' Degree in Business Administration/ Public Administration/ Economics/ Mathematics/ Statistics/ Commerce /Social Development &amp; Policy or LLB with at least 2nd division or Grade 'C' from a university recognized by HEC.</li> <li>ii) Candidates well versed in Computer literacy will be preferred.</li> </ul>

5	<b>Assistant Director (Finance, Accounts, Audit &amp; Investment Cadre) (Grade-07, Eqv. BPS-17) (Rs. 45070-3420-113470)</b>	56	30	Merit (04) Punjab Merit (24) Punjab Women (03) Punjab Minority (01) Sindh Urban Merit (04) Sindh Rural Merit (06) Sindh Rural Women (01) KPK Merit (05) KPK Women (01) Baluchistan Merit (03) Ex-FATA Merit (02) AJK Merit (01) GB Merit (01)	i) M.Com/MBA(Finance) with at least 2 <sup>nd</sup> division or Grade 'C' from a university recognized by HEC or CA/CMA/ACCA ii) Candidates proficient in computer literacy will be preferred
6	<b>Assistant Director (Law Cadre) (Grade-07, Eqv. BPS-17) (Rs. 45070-3420-113470)</b>	8	30	Merit (01) Punjab Merit (03) Punjab Women (01) Sindh Urban Merit (01) Sindh Rural Merit (01) KPK Merit (01)	i) LLB with at least 2 <sup>nd</sup> division or Grade 'C' from a university recognized by HEC. ii) Candidates proficient in computer literacy will be preferred
7	<b>Assistant Director (IT Cadre) (Grade-07, Eqv. BPS-17) (Rs. 45070-3420-113470)</b>	21	30	Merit (02) Punjab Merit (09) Punjab Women (01) Punjab Minority (01) Sindh Urban Merit (01) Sindh Rural Merit (02) Sindh Rural Women (01) KPK Merit (02) Baluchistan Merit (01) Ex-FATA Merit (01)	i) Minimum sixteen years degree in Computer Science/Computer System/ IT/ Telecom with at least 2 <sup>nd</sup> division or Grade 'C' from a university recognized by HEC. ii) Fresh and bright graduates are encouraged to apply.
8	<b>Executive Officer (Operations Cadre) (Grade-06, Eqv. BPS-16) (Rs. 28070-2260-95870)</b>	37	30	Merit (03) Punjab Merit (16) Punjab Women (02) Punjab Minority (01) Sindh Urban Merit (02) Sindh Rural Merit (04) Sindh Rural Women (01) KPK Merit (04) Baluchistan Merit (02) Ex-FATA Merit (01) AJK Merit (01)	i) Minimum 16 years' degree in Business/ Public Administration / Commerce / Economics/Mathematics/Statistics/ Social Development & Policy or LLB with at least 2 <sup>nd</sup> division or Grade 'C' from a university recognized by HEC. ii) Candidates proficient in Computer literacy will be preferred
9	<b>Executive Officer (Office Cadre) (Grade-06, Eqv. BPS-16) (Rs. 28070-2260-95870)</b>	4	30	Punjab Merit (02) Sindh Rural Merit (01) KPK Merit (01)	i) Minimum 16 years' degree in Business/ Public Administration / Commerce / Economics/Mathematics/Statistics/ Social Development & Policy or LLB with at least 2 <sup>nd</sup> division or Grade 'C' from a university recognized by HEC. ii) Candidates proficient in Computer literacy will be preferred
<b>Total Vacancy</b>		<b>250</b>			

### **Terms & Conditions:**

- Applications must be submitted within 15 days from the date of publication of this advertisement.
- Incomplete applications or those received after the due date will not be entertained.
- Those applying for the position of Assistant Director (Operations) need not submit separate applications for the post of Executive Officer (Operations), as a single written test covers both positions. Candidates who do not qualify for the Assistant Director position will automatically be considered for the Executive Officer position based on their respective Provincial/Regional Quota merit order.

- Those applying for the position of Assistant Director (Office) need not submit separate applications for the post of Executive Officer (Office), as a single written test covers both positions. Candidates who do not qualify for the Assistant Director position will automatically be considered for the Executive Officer position based on their respective Provincial/Regional Quota merit order.
- Selected candidates will undergo a probationary period of at least one year. Employees currently working in Government, Semi-Government and Government-controlled Organizations must submit a No Objection Certificate (NOC) from their respective organization at the time of interview.
- Age & Qualification will be considered as of the last date for submission of applications.
- No TA/DA will be admissible for appearing in the written test or interview.
- The candidates appearing for the interview(s) must bring their original CNIC, original educational certificates duly verified by HEC along with two sets of attested photocopies and verified experience certificate(s) where required.
- Concealment or providing misleading information will disqualify the candidate at any stage of recruitment even after selection.
- The Institution reserves the right to stop the recruitment process at any stage OR to increase or decrease the number of vacancies.
- Selected Candidates may be posted anywhere across Pakistan. However, positions in the Finance, Office, Law & IT Cadres are exclusively based at the Head Office in Karachi.

### **Written Test & Interview:**

- Candidates applying for various positions will undergo a written test designed and administered by the Lahore University of Management Sciences (LUMS), Lahore. The passing percentage for the written test is set at 60%. The test will be conducted in five major cities: Karachi, Lahore, Islamabad, Peshawar and Quetta. The LUMS test team will inform candidates about the venue, date, and time of the tests. LUMS will communicate the test results to both the candidates and EOBI. Interviews for successful candidates will be conducted by EOBI, with the schedule to be announced by EOBI. Weightage of written test will be 70% and interview weightage shall be 30%. The passing percentage for interview is set at 60%.

### **How to Apply:**

- LUMS has hosted a dedicated written test portal, accessible at <https://eobi.lums.edu.pk/>. This website provides candidates with all relevant test-related details, including the advertisement, eligibility criteria, registration of applicants, online application forms, syllabus for each post and the weightage of each part of the syllabus, sample tests and all other necessary information regarding the written tests.
- **Application Submission:** Applications must be submitted using the prescribed form available on the LUMS-EOBI recruitment test portal at <https://eobi.lums.edu.pk/>. Applications in any format other than the online application form will not be accepted.
- **Application Deadline:** The deadline for submitting the online application is fifteen (15) days from the date of the advertisement. Incomplete and late applications will not be considered.
- **Test Fee:** Candidates must pay a fee for each test they take. The fee is PKR 2500 per test, payable to LUMS through their online portal using the available payment options. Candidates applying for multiple posts must specify each post they are applying for and pay a separate fee for each post. Once paid, the fee is non-refundable and non-transferable. **Candidates who fail to submit their full fee, along with the application form, by the due date will be deemed ineligible.**
- **Eligibility Notification:** LUMS will scrutinize the application forms, and candidates deemed eligible, or ineligible will be notified via their provided email addresses. They can also view their eligibility status by logging into their test accounts.
- **Contact Information:** For queries, contact [eobi-test@lums.edu.pk](mailto:eobi-test@lums.edu.pk) or visit the LUMS test portal for telephone numbers to speak with a representative of the LUMS-EOBI test team.