



GOVERNMENT OF PAKISTAN
NATIONAL COUNTER TERRORISM AUTHORITY



Subject: - Career Opportunities on Deputation basis in NACTA

The Authority invites applications from Government Officers already serving (BS-17/18) to fill the vacant position of “**System Administrator**” through deputation for a fixed period. Functions/Job Description/ Experience are as under: -

- a) To install new/ rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage in accordance with standards and operational requirements.
- b) To perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes.
- c) To review system and application logs, and verify completion of scheduled jobs such as backups.
- d) To perform regular security monitoring to identify any possible intrusions.
- e) To perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created and media is recycled and sent off site as necessary.
- f) To maintain operational, configuration, or other procedures.
- g) To perform periodic performance reporting to support capacity planning.
- h) To manage Data bases.

GENERAL INFORMATION/INSTRUCTIONS: -

- Eligible officers are advised to submit CV on the prescribed format available on the official web-site of NACTA www.nacta.gov.pk.
- CV duly filled in/ complete in all respects may be sent at hrnacta@gmail.com or post it to “Director (HR), NACTA (HQ), Khyaban-e-Suhrawardy, G-7/1, Islamabad” or by fax at 051-9211225-6 by **31.01.2022**.
- Please attach attested copy of CNIC and latest salary slip.



NAME WITH DESIGNATION (BPS) & DEPARTMENT

[Present/Permanent Address, Contact, Email] _____

Post Applied For: - _____**NOC applied for NACTA (Yes/No):-** _____**Personal Profile:**

CNIC No: _____

Domicile: _____

Date of Birth/Age: _____

Religion: _____

Sect: _____

Marital Status: _____

Designation with BPS: _____

Date of Promotion to Present Pay-Scale: _____

Service Group (Cadre/Ex-cadre): _____

Service Status (Civil Servant/Public Servant): _____

Department/Division: _____

Date of Joining Service: _____

Latest
Photograph
With Blue
Background

(Passport Size)

Education & Qualification: -

Degree	Name of Institution	Passing Year	Division/Grade
Matriculation			
Intermediate			
Bachelor/Masters (16-years)			
M.Phil/Masters (18-years)			
PhD			
Diploma/Course (if any)			

Professional Service Training Detail: -

Course Name	Name of Institute	Duration	Division/Grade

Service Profile/Previous Deputation: -

Duration	Designation with BPS	Department/Division	Name/Designation of Supervisory Officer

Language Skills (Fluent, Good, Satisfactory): -

Language Detail	Reading	Writing	Speaking
English			

Urdu			
Any other (_____)			

Special Research/Project/Employment/Field Expertise & Experience (if any): -

Honors and Awards: -

Disciplinary Action (if any): -

Litigation (if any):-

Overall Grading (last 03-years ACRs/PERs):-

Medical History (Fit/un-Fit/Significant detail (if any): -

Security Clearance (Y/N): -

Interests: -

Reference (if any): -

I certify that the above information is true and correct upto the best of my knowledge and belief.

Signatures: _____