

EXCITING JOB OPPORTUNITIES

CENTRAL POWER PURCHASING AGENCY (CPA)

A Company of Government of Pakistan



CPA-G, a state-owned enterprise wholly owned by the Government of Pakistan and established under the Companies Ordinance 1984, is responsible for electric power procurement, billing, and settlement on behalf of distribution companies. We invite applications from motivated and dedicated individuals for staff cadre positions. CPA-G offers a professional work environment, opportunities for learning and growth, and a competitive salary with fringe benefits. CPA-G is an equal opportunity employer and encourages all eligible candidates to apply without discrimination.

Assistant Legal (01 Position)

Required Qualification: Bachelor's degree (14 years of education) with Working knowledge of MS Word & Excel

Professional Experience Requirements: The candidate must have Five (05) years of post -qualification relevant experience in a reputable national / multinational organization.

Age Limit: Up to 45 years at the closing date of advertisement.

Junior Assistant Legal (01 Position)

Required Qualification: Intermediate Degree or Vocational Training diplomas with working knowledge of MS Word & Excel

Professional Experience Requirements: The candidate must have Three (03) years of post -qualification relevant experience in a reputable national / multinational organization.

Age Limit: Up to 45 years at the closing date of advertisement.

Junior Assistant Company Secretariat (01 Position)

Required Qualification: Intermediate Degree or Vocational Training diplomas with working knowledge of MS Word & Excel

Professional Experience Requirements: The candidate must have Three (03) years of post -qualification relevant experience in a reputable national / multinational organization.

Age Limit: Up to 45 years at the closing date of advertisement.

GENERAL INSTRUCTIONS:

- Candidates already in Government service should apply through proper channel/obtaining NOC from respective departments/ organizations otherwise their candidature will not be accepted for further shortlisting process.
- All applicants are advised to read and understand the detailed TORs/Job Descriptions of above positions available at Ots.org.pk and cpa.gov.pk & only submit applications if they meet the given eligibility criteria. In case the experience or qualification of candidates are found irrelevant/incomplete, he/she will not be allowed to appear in test/interview.
- Only successful candidates will be contacted for the further process of recruitment.
- The information provided in the application form will be verified by the company. In case of any false or forged information, the company reserves the right to cancel the candidature at any stage (even after employment if so, discovered later) and to initiate legal action against the applicant.
- CPA-G reserves the right to cancel recruitment process at any time without any prior intimation.
- CPA-G is an equal opportunity employer. Female candidates are strongly encouraged to apply.
- Passing Marks in Written Test will be 60%.
- Place of Posting is Islamabad.
- Advertisement is also available on Prime Minister National Job Portal / National Employment Exchange Tool (NEXT) website <https://jobs.gov.pk>

HOW TO APPLY

- Application forms and online deposit slips are available on Open Testing Service (OTS) website www.ots.org.pk.
- Last date to apply is 15 March 2026.
- Open Testing Service will not be responsible for late receipt of application sent through post or by any other service.
- Applications submitted by hand shall not be received.
- Candidates are requested to send their prescribed application forms along with required documents i.e., NOC (if applicable), Educational & Experience Certificates, Professional Certifications/Diploma's proof, online deposit slip or any other document as required by OTS to:

MANAGER OPERATION (OTS)

ADDRESS: OFFICE NO. 1, CENTRAL AVENUE ROAD, BAHRIA TOWN PHASE - 6 ISLAMABAD.

CONTACT NO: 051-111 687 222 WEBSITE: www.ots.org.pk EMAIL: info@ots.org.pk

Post	Job Description
<u>Assistant Legal (G-05)</u>	<p>Key Responsibilities</p> <p>The incumbent shall be responsible for, but not limited to, the following duties:</p> <ul style="list-style-type: none"> • Assist in preparation, formatting, typing, and proofreading of legal documents, notices, agreements, pleadings, and correspondence. • Maintain proper record-keeping and filing (physical and electronic) of legal cases, contracts, opinions, and other official documents. • Manage inward and outward correspondence of the Legal Department and ensure timely follow-up. • Coordinate with internal departments, external counsel, courts, regulators, and government offices for legal matters as assigned. • Maintain updated logs of court cases, hearings, deadlines, and legal proceedings. • Assist in compiling data, reports, summaries, and briefs for senior legal officers. • Support scheduling of meetings, hearings, and appointments related to legal cases. • Ensure confidentiality and secure handling of sensitive legal information. • Perform any other legal or administrative task assigned by senior officers of the Legal Department. <p>Required Skills & Competencies</p> <ul style="list-style-type: none"> • Proficiency in MS Word and MS Excel. • Good drafting, typing, and documentation skills. • Understanding of office procedures and record management. • Ability to handle multiple tasks and meet deadlines. • Strong coordination and communication skills. • High level of integrity, discretion, and confidentiality. • Ability to work independently and as part of a team.
<u>Jr. Assistant Legal (G-03)</u>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Provide administrative and office management support to ensure smooth functioning of the Legal Department. • Coordinate effectively with internal departments and within the Legal Department for timely processing of files, documents, and information. • Maintain, update, and manage legal records, files, correspondence, and registers in both physical and electronic formats, ensuring accuracy and confidentiality. • Assist in routine troubleshooting, follow-up of pending matters, and tracking of deadlines and action points. • Perform day-to-day operational tasks including drafting routine correspondence, preparing file notes, and supporting legal officers in documentation work. • Undertake any other duties assigned by the Reporting Officer (RO) or Senior Reporting Officer (SRO) from time to time. <p>Required Skills & Competencies</p> <ul style="list-style-type: none"> • Proficiency in MS Word and MS Excel. • Good drafting, typing, and documentation skills. • Understanding of office procedures and record management. • Ability to handle multiple tasks and meet deadlines. • Strong coordination and communication skills. • High level of integrity, discretion, and confidentiality. • Ability to work independently and as part of a team.

<p>Jr. Assistant Company Secretariate (G-03)</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none">• Assist in the preparation, formatting, and distribution of agendas, notices, minutes, and working papers for Board and Committee meetings.• Maintain updated records of Board resolutions, attendance, and approvals.• Assist in ensuring timely filing of statutory forms and returns with SECP and other relevant authorities.• Maintain and update corporate records, company files, and governance documents both in hard and soft formats.• Assist in safekeeping and archival of confidential legal and secretarial documents.• Liaise with internal departments for information or documentation required for regulatory submissions or compliance purposes.• Provide administrative support to Company Secretary or relevant reporting officer in organizing meetings and ensuring follow-ups.• Assist in drafting standard corporate documentation, resolutions, and communications under guidance.• Maintain an updated database of compliance calendars and deadlines. <p>Required Skills & Competencies</p> <ul style="list-style-type: none">• Proficiency in MS Word and MS Excel.• Good drafting, typing, and documentation skills.• Understanding of office procedures and record management.• Ability to handle multiple tasks and meet deadlines.• Strong coordination and communication skills.• High level of integrity, discretion, and confidentiality.• Ability to work independently and as part of a team.
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Position: Assistant Legal

1. English Language & Writing Skills

- Grammar, vocabulary, and sentence structure
- Official letter and email writing

2. Basic Legal Knowledge

- Common legal terminology (notice, agreement, affidavit, contract, case)
- Types and purpose of legal documents
- Basic understanding of court structure
- Functions of a Legal Department

3. MS Word (Practical Knowledge)

- Document formatting (font, spacing, margins, alignment)
- Bullets, numbering, and tables
- Page layout and basic editing tools
- Spell check and proofreading features

4. MS Excel (Basic Usage)

- Data entry and formatting
- Basic formulas (SUM, AVERAGE)
- Sorting and filtering data
- Maintaining simple logs/records

5. Office Procedures & Record Management

- Filing systems (manual and electronic)
- Handling inward and outward correspondence
- Meeting scheduling and follow-up
- Document control and record keeping

Position: Junior Assistant Legal

1. English Language & Basic Writing Skills

- Basic grammar, vocabulary, and sentence structure
- Basic Knowledge of notes and emails

2. Basic Legal Awareness

- Common legal terminology (notice, file, agreement, affidavit, case)
- Purpose and importance of legal records
- Importance of confidentiality in legal work

3. Office Procedures & Documentation

- Filing systems and record maintenance
- Office correspondence and drafting basics
- Handling confidential documents
- Coordination and follow-up procedures

4. Computer Proficiency

- MS Word (basic formatting and document preparation)
- MS Excel (basic data entry and simple formulas)
- Email writing and office communication

Position: Junior Assistant Company Secretariat

1. Basic Knowledge of Company Secretariat Functions

- Role and responsibilities of Company Secretariat
- Basic understanding of Board and Committee meetings
- Agenda, minutes, and resolutions (conceptual knowledge)
- Record keeping and document management (Hard and Soft Forms)

2. Basic Regulatory Awareness

- Regulator of the Power Sector
- Regulator of the Companies
- Monitoring Unit of the SOEs.

3. Office Procedures & Documentation

- Filing systems and record maintenance
- Office correspondence and drafting basics
- Handling confidential documents
- Coordination and follow-up procedures

4. Computer Proficiency

- MS Word (basic formatting and document preparation)
- MS Excel (basic data entry)
- Email writing and office communication

5. Power Sector Applicable Laws

- Sectoral Regulatory Law
- Corporate Law
- SOEs relevant Law