



FINANCIAL MONITORING UNIT (FMU)
EXCELLENT CAREER OPPORTUNITIES

Financial Monitoring Unit (FMU) is an autonomous body of the Federal Government, established and mandated under the Anti-Money Laundering Act, 2010 to perform as the Financial Intelligence Unit (FIU) of Pakistan – a central agency in the AML/CFT regime of Pakistan. FMU requires services of competent personnel against following posts to be filled on contract basis through the Institute of Bankers Pakistan (IBP):

Post & Grade	Domicile & No. of Posts	Eligibility Criteria
IT Assistant (FMU-1)	Punjab (including ICT): (03) Sindh (Rural): (01) Sindh (Urban): (01) Khyber Pakhtunkhwa: (01)	<u>Academic Qualification:</u> Bachelors degree (minimum 14 years' education) in Computer Sciences / Computer Systems / Engineering / Electronics / Telecommunication / Management Information System / Communication Technology / Information Technology / Electronics with at least second division (50% or CGPA: 1.80/4.00 or 2.80/5.00) from local/foreign institution recognized by HEC. <u>Age:</u> 22-35 years (as of closing date) <u>Experience:</u> 3 years in an IT related environment; preference will be given to candidates with experience in Data Center environment.

- These are purely contract based positions – initially for two years, extendable on satisfactory performance.
- Further details regarding job responsibilities and application procedure are provided at FMU website (www.fmu.gov.pk) and IBP website (www.ibp.org.pk).
- Interested candidates meeting the above eligibility criteria are required to visit IBP website and apply **ONLY** through IBP within 15 days from the date of publication of this advertisement.
- Applications to appear in Test are **NOT** to be submitted directly to FMU; such applications will not be entertained.
- The candidates qualifying IBP test will subsequently be informed by IBP to separately apply for the respective positions at FMU.
- General age relaxation has already been provided in the eligibility criteria; however, any further age relaxation shall be considered as per Federal Government Policy.
- The candidates currently working in Federal / Provincial Government / Semi-Government / Autonomous Organization should send their applications through proper channel.
- No TA/DA shall be admissible for appearing in Test/Interview.

Deputy Director (F&A)
Financial Monitoring Unit (FMU), Government of Pakistan
Ph: 021-9909-5030

**MISINFORMATION AND ANY ATTEMPT TO INFLUENCE THE SELECTION
PROCESS WILL BE CONSIDERED A DEFINITE DISQUALIFICATION, EVEN IF
THE CANDIDATE IS OTHERWISE QUALIFIED.**



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IT Assistant (FMU-1): 06 Positions

Job Responsibilities

The incumbent will be responsible to perform ANY COMBINATION of the following tasks:

- Mandatory Shiftwork (24/7 Rotating Roster; 8-hour rotating shifts)
- Management & Monitoring of IT Systems.
- Monitor Data Center Environment (PACs, VESDA, Access Control, CCTV, UPS etc.).
- Provide Desktop System Administration support to FMU Officers.
- Resolve user queries, issues, and problems.
- Provide help, support and assistance in installation, setup, and maintenance.
- Responsible for documentation of IT tasks maintenance of records and inventories.
- Monitor Servers, Storage, Network devices, Links, UPS status etc., to ensure business continuity and to escalate problems not resolved within the specified timeframe to manager IT.
- Perform basic windows and server OS installation, configurations, connections startup and shutdown related task etc.
- Conduct day end activities including daily backups, maintenance etc.
- Coordinate with vendors in planned and unplanned maintenance, upgrade, and support etc.

Eligibility Criteria

- **Academic Qualification:** Bachelors degree (minimum 14 years' education) in Computer Sciences / Computer Systems / Engineering / Electronics / Telecommunication / Management Information System / Communication Technology / Information Technology / Electronics with at least second division (50% or CGPA: 1.80/4.00 or 2.80/5.00) from local/foreign institution recognized by HEC.
- **Age:** 22-35 years (as of closing date).
- **Experience:** 3 years in an IT related environment; preference will be given to candidates with experience in Data Center environment.
- **Domicile & No. of Posts:** Punjab (including ICT): (03), Sindh (Rural): (01), Sindh (Urban): (01), and Khyber Pakhtunkhwa: (01)
- **Salary:** Pay in the grade FMU-1 (37,820-3,040-129,020) along with admissible allowances.

Application Procedure

Written Test

The candidates meeting the eligibility criteria are required to register themselves with the Institute of Bankers Pakistan (IBP) for appearing in the written test.

Registration with IBP

- Interested eligible candidates shall register themselves with IBP by filling the form available on web portal at IBP website (www.ibp.org.pk);
- Candidate can take printout of the online filled application form along with deposit slip;
- **Deposit test fee of Rs. 300/- (Rupees Three Hundred Only) through deposit slip at any online branch of HBL, NBP or BAH.**
- Send signed application form along with original deposit slip, CNIC, Domicile Certificate and 3 passport size photographs to “**Examinations Division, The Institute of Bankers Pakistan, M.T Khan Road, Karachi**” not later than **April 18, 2022**.
- IBP or FMU will not be responsible for late receipt of applications sent through post/courier. Applications submitted in person will not be entertained. Applications sent directly to FMU in contravention of the prescribed procedure will not be entertained.
- IBP will announce the result at its website and will send the result slip via email to the candidates.

Selection Procedure

The candidates who qualify the written test conducted by IBP shall be eligible to subsequently apply for the respective post at FMU. The candidates short listed on the basis of merit of written test and available number of vacancies will be invited for further evaluation including Interview before a Selection Committee. Successful candidates will be selected in order of merit subject to the observance of quota as prescribed by the Government of Pakistan.

Post Test Application Procedure

- After announcement of written test result by IBP, the eligible candidates who qualify IBP test will be informed by IBP to apply for the respective position at FMU. The application form with detailed instructions will be available at the FMU’s website (www.fmu.gov.pk).
- All appointments shall be made in compliance with prescribed regional/provincial quota requirements.
- General relaxation in age has already been provided; however, any further age relaxation shall be considered as per prevailing Federal Government Policy.
- The candidates currently employed with Federal / Provincial Government / Semi-Government / Autonomous Bodies are required to send their applications through proper channel.
- No TA/DA shall be admissible for appearing in the Test/Interview.

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