



# Securities and Exchange Commission of Pakistan

## Details of SECP Graduate Training Program /HAWKS (Total 20 positions)

### 1. Qualifications:

<b>Qualification Requirements</b>	<p>Master's degree (or equivalent/16 years of education) in relevant discipline i.e. Business Administration/ Public Administration/ Finance/ Accounting / Commerce/ Insurance/ Economics/ Statistics/ Social Sciences/ Mathematics/ Law &amp; Information Technology from a reputed HEC recognized Institute/University</p> <p>or</p> <p>Holders of professional certifications i.e. CFAP (ICAP)/ CMA/ ACCA/ CFA/ FRM can apply for these positions.</p>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>At least 70% marks in annual system or 3.2 CGPA out of 4.0 or 4.0 CGPA out of 5.0 in semester system.</li> <li>For Law graduates only - At least 60% marks in annual system or 3.2 CGPA out of 4.0 or 4.0 CGPA out of 5.0 in semester system.</li> <li>Maximum age limit for these positions is 28-years as on the last date of submission of applications. 02 years age relaxation for women, candidates from Balochistan/FATA, minorities and special persons.</li> </ul>
<b>Test Locations</b>	Islamabad, Lahore, Karachi, Peshawar, Quetta

**Note:** *Candidates/students awaiting results are not eligible to apply.*

### 2. Eligible Candidates will have to go through standardized time-limited test:

Sr. #	General Areas	Weightage	<b>Subject related 30%</b>		
			Law	IT	Business & Others
1	Analytical reasoning	30 %	Company Law 10%	Web Development 5%	General Management 10%
2	Leadership competencies & behavioral strengths	20%	Constitutional Law 10%	Programming Skills (Java, .Net) 5%	Business Law 5%
3	General knowledge	10%	Criminal Law 5%	Database 5%	Economics 5%
4	Verbal reasoning	10%	Civil Law 5%	Operating Systems 5%	Finance 5%
5	Subject related	30%		Networks 5%	Accounting 5%
				Analysis and Design 5%	
<b>Total</b>		<b>100%</b>			

### 3. Application Process:

- i. Candidates who meet the criteria are required to register themselves on the testing agency's website i.e. [www.ots.org.pk](http://www.ots.org.pk)
- ii. Click on "**Registration Form**". Read the instructions carefully and submit the application form after filling the required details.
- iii. Download and print the Application Form and Deposit Slip.
- iv. Deposit test fee of **Rs. 90/-** for **Open Testing Services (OTS)** through Deposit Slip.
- v. Deposit fee is neither refundable nor transferable.
- vi. Incomplete Applications or Applications submitted in person or through e-mail will not be entertained.
- vii. Applications received after the due date will not be considered and OTS will not be responsible.
- viii. Post the Application Form along with copy of the deposit slip and 2 recent passport size photographs to **Manager Operations, Open Testing Services (OTS), Office No. 01, Crescent Mall Commercial, Central Avenue Road, Phase 6, Bahria Town, Islamabad not later than December 02, 2019. UAN # 051-111-687-222**

### 4. Selection Process:

- i. The candidates shortlisted on the basis of written test and meeting other eligibility criteria will go through a multiple- tier interview process.
- ii. Selected candidates of multi-tier interview process will undergo a medical examination before onboarding as trainee.
- iii. After the successful completion of training program, there will be a written test of the trainees to gauge their learning curve. Only those securing 70 % marks will be offered job with SECP as Management Executive.