



**GOVERNMENT OF PAKISTAN
CABINET DIVISION (MAIN)
ISLAMABAD**

JOB OPPORTUNITIES

Applications are invited for the following vacancies reserved for appointment on purely temporary basis as per given regional / provincial quota against each post:

SN	Designation & BPS	Qualification	Age limit		No. of Post	Provincial / Regional quotas	
			Minimum	Maximum			
1	Assistant (BS-15)	Graduate.	18 years	28 years	07	Merit Punjab (Merit) Punjab (Women) Sindh (R) (Merit) Sindh (U) (Merit)	01 03 01 01 01
2	Stenotypist (BS-14)	i) Intermediate ii) Minimum speed of 80 / 40 words per minute in Shorthand and Typing respectively. iii) Must be computer literate.	18 years	25 years	14	Merit Punjab (Merit) Punjab (Women) Punjab (Minorities) Sindh (R) (Merit) Sindh (R) (Women) Sindh (U) (Merit) Sindh (U) (Women) KPK Merit KPK (Women)	01 04 01 01 02 01 01 01 01 01
3	Technical Assistant (BS-14)	i) Graduate with 02 years' experience in the relevant field ii) Experience in Microfilming and reprography to be preferred.	21 years	25 years	01	KPK (Merit)	01
4	Technical Assistant (IT) (BS-14)	i) 2 nd Class or grade 'C' Bachelor's degree in any field of IT from a university recognized by the HEC. ii) One year's experience in IT Support, installation, configuration of hardware, software and troubleshooting of any problem related to computer hardware, software and IT equipment. The maximum age limit for the post will be relax-able by two years for the candidates having Master degree.	18 years	25 years	01	Merit	01
5	U.D.C (BS-11)	Intermediate	18	25	03	Punjab (Merit) KPK (Merit)	02 01
6	L.D.C. (BS-09)	i) Matriculation ii) Minimum Typing speed of 30 words per minutes.	18 years	25 years	06	Merit Punjab (Merit) Sindh (R) (Merit) Sindh (U) (Merit) KPK (Merit)	01 01 01 01 02
7	Staff Car Driver (BPS-4)	i) Primary pass ii) Valid driving license holder and well versed in the traffic rules.	18 years	30 years	22	Local Civilian Ex-servicemen	11 11
8	DMO (BPS-4)	i) Primary pass. ii) Knowledge of operating duplicating machine essential	18	25	1	Local Civilian	01
9	Naib Qasid (BS-01)	Primary pass	18 years	25 years	11	Local Civilian Ex-servicemen	06 05
10	Chowkidar (BS-01)	Primary Pass	18	25	01	Civilian (Local of Karachi) (Placement of posting in the office of Cabinet Division at Karachi)	01
1	Sweeper (BPS-01)	Primary pass	18 years	25 years	01	Civilian (Local)	01
Total Posts					68		

Terms and Conditions:

1. Applicants already in government service or in the service of autonomous bodies, corporations, etc. must apply through proper channel. Incomplete and advance copies will not be entertained.
2. Disable person can also apply against all posts.

3. Short-listed applicants will be called for test / interview as per recruitment policy in vogue. No TA/DA will be admissible for this purpose.
4. Please indicate the position applied for on top left corner of the envelope.
5. Five years general relaxation in upper age limit PLUS age relaxation admissible under Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993.
6. All the candidates should apply on the prescribed **APPLICATION FORM** which is also available on our website i.e. www.cabinet.gov.pk.
7. Number of posts can be increased / decreased, depending upon the requirement at the time of recruitment.
8. Application forms along-with a **COPY OF DOMICILE** should reach to the undersigned within 15 days of advertisement.

(Asif Mahmood Khattak)

Section Officer (Admn-I)

Cabinet Division,

Cabinet Block,

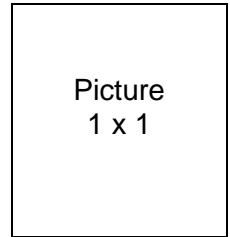
Constitution Avenue,

Islamabad.

051-9206487

**CABINET DIVISION (MAIN)
ISLAMABAD**

APPLICATION FORM



Name of Post & BPS applied for: _____

1. Name: _____
(WRITE IN CAPITAL LETTERS)

2. Father's Name _____

3. Date of Birth

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4. CNIC No.

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5. Province / District of Domicile _____
(copy of domicile must be attached)

6. Test Center: 1) Islamabad _____ (2) Karachi _____
(Marked \checkmark to one test center where you want to appear in the test center)

7. Postal Address (for communication):

8. Educational Qualification: -

Qualification	Passing Year	School / Board / University	Marks

9. Experience: -

Organization / Department	Designation	Grade	Govt./Semi Govt./Private	Starting Date	Ending Date	Total years

10. Contact No: Office _____ Res. _____ Mobile _____

Declaration: I certify that the statement made by me in this application are true, complete and correct to the best of my knowledge and belief. I have informed my Head Office / Department in writing that I am applying for this position.
(for candidates already in service)

Date: _____

Signature of Applicant: _____