

SITUATIONS VACANT

Applications are invited for filling up the following vacant posts in a Public Sector Organization:-

Sl. No.	Name of Post	Age	No. of Posts and Regional Quota	Qualification and Experience
a.	Assistant (BS-15)	18-28 Years	Punjab - 1	i. Bachelor's Degree Preferably with Mathematics as one of the subject from a recognize University. ii. 6 weeks basic IT Training Course (including MS Office) is mandatory after selection before completion of probation period.
b.	Stenotypist (BS-14)	18-25 Years	Balochistan -1	i. Intermediate. ii. Minimum speed of 80/40 w.p.m in shorthand/typing respectively. iii. Must be computer literate
c.	Upper Division Clerk (BS-11)	18-25 Years	Merit - 1 Punjab - 1	i. Intermediate ii. 3 weeks basic IT Training Course including MS Office) is mandatory after selection before completion of Probation period.
d.	Naib Quasid (BS-01)	18-25 Years	Local - 1	Primary Pass with ability to read and write simple English.

1. Applications will be submitted on prescribed form which can be downloaded from Cabinet Division website www.cabinet.gov.pk.
2. Application form shall be submitted without copies of educational certificates / documents; however after conducting of test candidates must bring original certificates at the time of interview.
3. The Recruitment Rules of the advertised posts will be observed as per direction of Establishment Division's recruitment policy.
4. Government servants should submit their applications through proper channel.
5. Age limit will be considered up to closing date of submission of applications.
6. Five years general age relaxation will be admissible. In addition any other age relaxation would be admissible as per Government Rules.
7. Applications must reach at the given address within 15 (fifteen) days after advertisement.
8. The Competent Authority reserves the right to reject any application without assigning any reason.
9. No T/DA will be granted for test / interview.
10. Applications should be addressed to the Admin Officer, Block 'L' Pakistan Secretariat, Islamabad.

APPLICATION FORM

1 Post applied for : _____
2 Name : _____
3 Father's Name : _____
4 Date of Birth : _____
5 Place of Birth : _____
6 Age on Closing Date : _____
7 CNIC No. _____
8 Domicile : _____
9 Religion : _____
10 Qualification : _____
11 Permanent Address : _____
12 Postal Address : _____
13 Contact No. _____
14 E-Mail Address _____
15 Educational Qualification : _____

Paste 1 x Passport size Photograph

S.No.	Degree/ Certificate	Board / University	Passing Year	Subjects	Division/ GPA

16 Professional Education / Certification (if any):

S.No.	Training / Certificate	Institution	Duration	
			From	To

17 Job Experience (if any) :

S.No.	Name of Deptt/Office/ Organization	Name of Post(s)	Duration	
			From	To

(Date)

(Signature of the Candidate)