

Government of Pakistan  
Cabinet Secretariat  
Cabinet Division  
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**JOB OPPORTUNITIES**

Applications are invited from Male/Female citizens of Pakistan for recruitment in the Cabinet Division (Main) having requisite qualification, domicile and age limit against the following positions:

SN	Designation & BPS	Qualification	Age limit		No. of Post	Provincial / Regional quotas	
			Minimum	Maximum			
1.	Assistant (BS-15)	Graduate.	18 years	28 years	19	Merit	02
						Punjab (Merit)	08
						Punjab (Women)	01
						Punjab (Minority)	01
						K.P. (Merit)	01
						K.P. (Woman)	01
						Sindh (R) (Merit)	02
						Sindh (U) (Merit)	02
						Balochistan (Merit)	01
2.	Technical Assistant (NDW) (BS-15)	i) Three years diploma from a Government Polytechnic in precision mechanics and instrumentation technology or equivalent.  ii) Experience in Microfilming and reprography to be preferred.	18 years	25 years	01	K.P. (Merit)	01
3.	Technical Assistant (IT) (BS-15)	i) 2 <sup>nd</sup> 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	Open Merit	01



4.	Conservation Assistant (BS-15)	Science Graduate with Chemistry OR i). Graduate with Science Subjects (with Chemistry at Intermediate Level) ii). Candidate possessing experience of the relevant field will be preferred.	21 years	25 years	01	Punjab	01
5.	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	25	Open Merit Punjab (Merit) Punjab (Women) Punjab (Minorities) Sindh (R) (Merit) Sindh (R) (Women) Sindh (U) (Merit) K.P. (Merit) K.P. (Women) Balochistan (Merit) FATA (Merit)	02 09 02 01 03 01 02 02 01 01 01 01
6.	Sound Recordist (BS-14)	i). Three (03) Years post matric diploma in Electronics ii). Three (03) Years experience in the relevant field.	18 years	25 years	01	Punjab	01
7.	DEO (BS-14)	i) 2 <sup>nd</sup> Class or Grade 'C' Bachelor's Degree in Computer Science/Mathematics/Statistics/Physics from a University recognized by the HEC. ii) Minimum speed of 10,000 Key Depression per hours for data entry/verification.	18 years	25 years	04	Punjab (Merit) Sindh (R) (Merit) K.P. (Merit)	02 01 01
8.	U.D.C (BS-13)	Intermediate	18 years	25 years	06	Open Merit Punjab (Merit) Sindh (R) (Merit) K.P. (Merit)	01 03 01 01
9.	L.D.C. (BS-11)	i) Matriculation ii) Minimum Typing speed of 30 words per minutes.	18 years	25 years	20	Merit Punjab (Merit) Punjab (Women) Punjab (Minorities) Sindh (R) (Merit) Sindh (U) (Merit) K.P. (Merit) FATA	02 07 01 01 03 02 03 01

10.	Staff Car Driver (BS-4)	i) Primary pass ii) Valid driving license holder and well versed in the traffic rules	18 years	30 years	44	<u>Local</u> (Islamabad)	44
11.	Dispatch Rider (BS-04)	i) Primary pass ii) Valid driving license holder and well versed in the traffic rules	18 years	30 years	01	<u>Local</u> (Islamabad)	01
12.	DMC (BS-1)	i) Primary pass. ii) Knowledge of operating duplicating machine essential	18 years	25 years	02	<u>Local</u> (Islamabad)	02
13.	Record Sorter (BS-04)	Middle Pass	18 years	25 years	03	<u>Local</u> (Islamabad)	03
14.	Naib Qasid (BS-01)	Primary Pass	18 years	25 years	28	<u>Local</u> (Islamabad)	28
15.	Chowkidar (BS-01)	Primary Pass	18 years	25 years	02	<u>Local</u> (Islamabad)	02
16.	Cleaner (BPS-01)	Primary Pass	18 years	25 years	01	<u>Local</u> (Islamabad)	01
17.	Sweeper (BS-01)	Primary Pass	18 years	25 years	01	<u>Local</u> (Islamabad)	01
18.	Aya (BS-01)	Primary Pass	18 years	25 years	01	<u>Local</u> (Islamabad)	01

**Terms and conditions:**

1. Applicants already in government service or in the service of autonomous bodies, corporations, etc. must apply through proper channel after obtaining NOCs from their respective departments/organizations.
2. Eligible candidates will be called for test / interview as per recruitment policy in vogue. No TA/DA will be admissible for this purpose.
3. 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.
4. All the candidates can apply online through National Job Portal i.e. <http://njp.gov.pk>

**OR**

**Submit hard copy of application form along with their relevant documents to the undersigned within fifteen (15) days of the advertisement.**

5. For candidates who want to apply in hard form, Application form is available at Cabinet Division's Website i.e. [www.cabinet.gov.pk](http://www.cabinet.gov.pk)
6. Number of posts can be increased / decreased, depending upon the requirement at the time of recruitment.
7. Late submission of hard copy / application will not be entertained.

**MUHAMMAD AQIB GULZAR**  
Section Officer  
Cabinet Division  
Government of Pakistan  
Islamabad

**(Muhammad Aqib Gulzar)**  
Section Officer (Admin-I)  
2<sup>nd</sup> Floor, Room No.2048,  
Cabinet Secretariat,  
Cabinet Division, Islamabad  
Tele: 051-9206487