

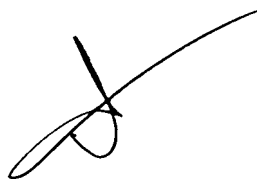
Government of Pakistan  
Cabinet Secretariat  
Cabinet Division

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**JOB OPPORTUNITIES**

Application 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 preferred.	18 years	28 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
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 (Islamabad Domicile Only)</u> Civilian Ex-servicemen	22 22
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 (Islamabad Domicile Only)</u> Civilian	01

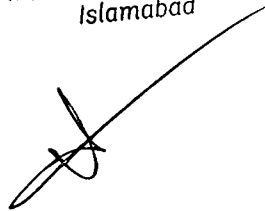
12.	DMO (BS-4)	i) Primary pass. ii) Knowledge of operating duplicating machine essential	18 years	25 years	02	<b>Local (Islamabad Domicile Only)</b> Civilian Ex-servicemen	01 01
13.	Record Sorter (BS-04)	Primary pass	18 years	25 years	03	<b>Local (Islamabad Domicile Only)</b> Civilian Ex-servicemen	02 01
14.	Book Binder (BS-04)	Primary pass	18 years	25 years	01	<b>Local (Islamabad Domicile Only)</b> Civilian	01
15.	Naib Qasid (BS-01)	Primary pass	18 years	25 years	28	<b>Local (Islamabad Domicile Only)</b> Civilian Ex-servicemen	14 14
16.	Chowkidar (BS-01)	Primary pass	18 years	25 years	02	<b>Local (Islamabad Domicile Only)</b> Civilian Ex-servicemen	01 01
17.	Cleaner (BPS-01)	Primary pass	18 years	25 years	01	<b>Local (Islamabad Domicile Only)</b> Civilian	01
18.	Sweeper (BS-01)	Primary pass	18 years	25 years	01	<b>Local (Islamabad Domicile Only)</b> Civilian	01
19.	Aya (BS-01)	Primary pass	18 years	25 years	01	<b>Local (Islamabad Domicile Only)</b> Civilian	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. The candidates can also apply online through National Job Portal i.e. <http://njp.gov.pk> within fifteen (15) days of the advertisement.
5. The candidates must submit their academic/educational credentials within the stipulated time as mentioned in the advertisement.
6. Number of posts can be increased / decreased, depending upon the requirement at the time of recruitment.
7. The applicant can apply online or submit application in hard form to the undersigned within 15 days of the advertisement. Late submission will not be entertained.
8. Candidates can apply on the application form which is also available our website i.e. [www.cabinet.gov.pk](http://www.cabinet.gov.pk).

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

**(Muhammad Aqib Gulzar)**  
Section Officer (Admin-I)  
Cabinet Division  
Tele: 051-9206487





**11. Educational Qualification: -**

Qualification	Passing Year	School / Board / University	Marks

**12. Experience: -**

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

**13. 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: \_\_\_\_\_**