

# SITUATION VACANT

Applications are invited to fill vacant posts in a Federal Government Department Islamabad. The required qualification and allocation for the posts are given below:-

Sr. No.	Name of Post with BS	Number of Vacancy	Age Limit (Years)	Quota	Qualification / Experience
1)	Assistant (BPS-15)	01	28	Punjab	i. Graduate ii. Appointment will be subject to passing mandatory 06 (weeks) basic IT Training Course (including MS Office) conducted by NITB before completion of probation period.
2)	Stenotypist (BPS-14)	02	25	01) Merit 01) Sindh (U)	i. Intermediate ii. Shorthand and typing speed 80/40 w.p.m respectively. iii. Should be computer literate.
3)	Date Entry Operator (BPS-14)	01	25	KP	Intermediate prefer IT skill.
4)	Librarian (BPS-11)	01	25	KP	Graduate, Certificate in Library science from recognized institution.
5)	Photographer (BPS-11)	01	25	Punjab	Intermediate expert in photography and video making, prefer IT skill/computer literate.
6)	Upper Division Clerk (BPS-11)	02	25	01 Merit 01 Sindh (R)	i. Intermediate ii. Appointment will be subject to passing mandatory 03 (three) weeks basic IT Training Course (including MS Office) conducted by NITB before completion of probation period.
7)	Lower Division Clerk (BPS-09)	01	25	Merit	i. Matric/SSC ii. Typing Speed 30 w.p.m iii. Appointment will be subject to passing mandatory 03 (three) weeks basic IT Training Course (including MS Office) conducted by NITB before completion of probation period.
8)	Driver (BPS-04)	01	25	Local basis	Middle pass valid license holder and well versed in the traffic rules.
9)	Dispatch Rider (BPS-04)	01	25	Local basis	Primary pass valid driving license holder and well versed in the traffic rules.
10)	Naib Qasid (BPS-01)	01	25	Local basis	Primary Pass
11)	Chowkidar (BPS-01)	01	25	Local basis	Primary Pass
12)	Sweeper (BPS-01)	01	25	Local basis	Primary Pass

## General Information / Instructions:

1. Government servants should apply through proper channel.
2. Age limit relaxable according to the Govt. Rules.
3. Suitable candidates should send their application alongwith attaching 1 passport size photographs and computerized CNIC, complete residential address, contact numbers and email. Hard copies of educational documents are not required.
4. Applications complete in all respect (in sealed envelope) should reach the undersigned within 15 days of publication of this advertisement at the address C/o P.O Box No. 3104, GPO, Islamabad.
5. Application received after due date will not be considered.
6. The candidates who will not fulfill the required eligibility criteria will be cancelled at any stage of recruitment process.
7. Candidates applying for more than one post shall apply separately for each post with separate envelope.
8. No TA / DA will be admissible for test / interview. Only shortlisted eligible candidates shall be called for test / interview.
9. This office reserves the right to increase / decrease the number of posts in the advertisement or cancel the advertisement / process of recruitment at any time, if the circumstances, so warrants.

PID(I)2679/22