

# SITUATION VACANT

Applications are invited by a public sector organization, for its Islamabad and provincial offices, from suitable candidates having Pakistani Nationality as indicated against each vacancy for appointment against the following vacant posts on regular basis: -

## ISLAMABAD

S.No	Position/BPS	No. of Vacant Posts	Age limit (years)	Quota/ Open Merit	Qualification/Experience
01.	Assistant (BS-15)	02	18-28	01-Punjab, 01-Sindh R	• Graduate • Six weeks basic IT training course (including MS office conducted by NITB)
02.	Stenotypist (BS-14)	01	18-25	01-Punjab	• Intermediate • Minimum speed of 80/40 w.p.m in shorthand/typing respectively • Must be computer literate
03.	UDC (BS-13)	02	18-25	01-Punjab, 01-Sindh R	• Intermediate • 03 weeks basic IT training course (including MS office conducted by NITB)
04.	LDC (BS-11)	01	18-25	01-Punjab	• Matric • Minimum typing speed of 30 w.p.m • 03 weeks basic IT training course (including MS office conducted by NITB)
05.	Driver (BS-04)	02	30	08-Islamabad (ICT)(Merit) 01-Women, 01-Minority, 01-Disability	• Primary Pass • Valid driving license holder and well versed in the traffic rules
06.	Naib Qasid (BS-01)	04	25		• Primary Pass
07.	Chowkidar (BS-01)	03	25		• Primary Pass
08.	Sanitary Worker (BS-01)	02	25		• Primary Pass
<b>Total:</b>		<b>17</b>			

## KHYBER PAKHTUNKHWA

01.	Stenotypist (BS-14)	08	18-25	07-KP (Merit), 01 KP (Women)	• Intermediate • Minimum speed of 80/40 w.p.m in shorthand/typing respectively • Must be computer literate
02.	Senior Clerk (BS-13)	02	18-25	02-KP (Merit)	• Intermediate • 03 weeks basic IT training course (including MS office conducted by NITB)
03.	Junior Clerk (BS-11)	01	18-25	01-KP (Merit)	• Matric • Minimum typing speed of 30 w.p.m • 03 weeks basic IT training course (including MS office conducted by NITB)
04.	Store Clerk/ Keeper (BS-09)	25	18-25	14- KP (Merit), 03-KP (Women), 01-KP (Minority), 07-KP (Persons with Disabilities)	• Intermediate or equivalent qualification recognized by IBCC • 03 years' experience in relevant field
05.	Foot Constable (BS-07)	91	18-25	86-KP (Merit), 05-KP (Minority)	• Matriculate
06.	Mechanic (BS-06)	01	18-25	01-KP (Merit)	• Matric with five years relevant experience
07.	Driver (BS-04)	08	30	(06 Peshawar, 01 Mardan, 01 Kohat)	• Primary Pass • Valid driving license holder and well versed in the traffic rules
08.	Naib Qasid (BS-01)	12	25	(06 Peshawar, 02 Mardan, 01 Dir, 01 Chitral, 01 D.I.Khan, 01 (Persons with Disabilities)	• Primary Pass
09.	Chowkidar (BS-01)	12	25	(05 Peshawar, 01 Mardan, 01 Haripur, 01 Dir, 02 Chitral, 01 Kohat, 01 D.I.Khan)	• Primary Pass
10.	Sweeper (BS-01)	03	25	(03 Peshawar)	• Primary Pass
<b>Total</b>		<b>163</b>			

## PUNJAB

S.No	Position	No. of Vacant Posts	Age limit (years)	Quota/ Open Merit	Qualification/Experience
01.	Assistant (BS-15)	01	18-28	01-Punjab	• Graduate • Six weeks basic IT training course (including MS office conducted by NITB)
02.	Stenotypist (BS-14)	01	18-25	01-Punjab	• Intermediate • Minimum speed of 80/40 w.p.m in shorthand/typing respectively • Must be computer literate
03.	Junior Clerk (BS-11)	04	18-25	03-Punjab, 01-Women	• Matric • Minimum typing speed of 30 w.p.m • 03 weeks basic IT training course (including MS office conducted by NITB)
04.	Store Keeper (BS-06)	01	18-25	01-Punjab	• Matric with second division or equivalent qualification recognized by IBCC • 03 years' experience in the storage and computer skills
05.	Typist (BS-05)	01	18-25	05-Punjab (Merit) 01-Women 01-Minority 01 Persons with Disabilities	• Matric • Minimum typing speed of 30 w.p.m
06.	Constable Security (BS-05)	03	18-25		• Matriculate
07.	Naib Qasid (BS-01)	03 (01 Lahore, 02 Mianwali)	25		• Primary Pass
08.	Mali (BS-01)	01	25	Lahore	• Primary pass with 02 years relevant experience
<b>Total:</b>		<b>15</b>			

## BALUCHISTAN

S.No	Position	No. of Vacant Posts	Age limit (years)	Quota/ Open Merit	Qualification/Experience
01.	Junior Clerk (BS-11)	01	18-25	01-Balochistan	• Matric • Minimum typing speed of 30 w.p.m
02.	Driver (BS-04)	01	25	01-Quetta	• Primary Pass • Valid driving license holder and well versed in the traffic rules
03.	Naib Qasid (BS-01)	02	25	02-Quetta	• Primary Pass
04.	Chowkidar (BS-01)	02	25	02- Pishin	• Primary Pass
<b>Total:</b>		<b>06</b>			
<b>G. Total</b>		<b>201</b>			

## TERMS AND CONDITIONS

- All the Candidates applying for the above-mentioned post(s) shall be entitled to an upper age relaxation of five (05) years in the maximum age limit given above or any other relaxation in age limit, if admissible under the rules.
- Provincial / regional quota will be observed as per rules.
- No TA/DA shall be admissible for Test/Interview.
- Only shortlisted candidates, fulfilling the prescribed requirements, will be called for test/interview.
- Following age relaxation is available, subject to the provision of documentary evidence, to the category of candidate specified below:-

S.#	CATEGORY OF CANDIDATES	AGE RELAXATION ADMISSIBLE
i.	a) Candidates belonging to Scheduled Castes, Buddhist Community and Recognized Tribes of the Tribal Areas, Azad Kashmir and Northern Areas for all posts under the Federal Government. b) Candidates belong to Sindh (R) and Balochistan for posts in BPS-15 and below Under the Federal Government	03 years
ii.	Released or Retired Officers/personnel of the Armed Forces of Pakistan.	15 years or the number of years actually served in the Armed Force of Pakistan whichever is less.
iii.	Government servants who have completed 2 years continuous Government service on the closing date for receipt of applications.	10 years or as admissible under the rules
iv.	Disabled persons for appointment to posts in BPS-15 and below.	10 years

Note:- If a candidate is entitled to age relaxation under more than one categories specified above, he/she shall be allowed relaxation in age only in one category.

## HOW TO APPLY:

- Applications on the prescribed format, also available on [www.pid.gov.pk](http://www.pid.gov.pk), shall be duly filled in all aspects.
- As per given criteria, interested eligible candidates are required to apply online on the website [www.nip.gov.pk](http://www.nip.gov.pk) OR dispatch the duly filled in application form to PO. Box 551 through postal mail. (Note: Name of the post applied for along with quota and station must be mentioned on the envelope)
- Closing date of applications is 15 days from the date of publication of this advertisement.
- Late & incomplete applications shall not be entertained.
- Government employees should apply online and provide NOC from their respective department before closing date of the application.

Assistant Director (Admn)

PO. Box 551

## APPLICATION FORM

Annex-II

1. Name of Post (applied for): \_\_\_\_\_ 2. Station: \_\_\_\_\_ 3. Quota: \_\_\_\_\_
4. Name of Candidate: \_\_\_\_\_
5. Father's/Husband' Name: \_\_\_\_\_
6. Date of Birth: \_\_\_\_\_ 7. Age: \_\_\_\_\_ 8. Gender:  Male  Female 9. Domicile: \_\_\_\_\_
10. CNIC No: \_\_\_\_\_ 11. Cell No: \_\_\_\_\_ 12. Religion: \_\_\_\_\_
13. Email: \_\_\_\_\_

S. No.	Degree/Examination	Year of Passing	University/Board	Class/Division
1.				
2.				
3.				

S. No.	Name of Institution/Org	Designation	Duration	Public/Private
1.				
2.				
3.				

16. Address: a) Postal Address \_\_\_\_\_
- b) Permanent Address \_\_\_\_\_

Signature of Candidate

گھر بیٹھے کسی بھی پوسٹ پر آن لائن اپلائی  
کریں، فیس صرف 200/-

اپلائی کرنے کیلئے نیچے دئے گئے نمبر پر رابطہ کریں

03232208630

اور اس کے علاوہ کسی بھی پوسٹ یا سی وی بنانے کیلئے بھی ہم  
سے رابطہ کریں