



F.NO.1/1/2020-ADMN-II(pt)
GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

JOB OPPORTUNITIES

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

S. No.	Name of Post & BPS	No of Posts	Qualification & Experience	Regional /Provincial Quota	Maximum/ Minimum Age Limit
1.	Assistant (BPS-15)	02 (Two)	<ul style="list-style-type: none"> Graduate. 06 (Six) weeks Basic IT Training Course (Including MS Office) conducted by NITB is mandatory after selection before completion of Probation Period. 	Minorities (Punjab) 1 Sindh (U) 1	18 to 28 years (05 years general relaxation in upper age limit).
2.	Stenotypist (BPS-14)	5 (Five)	<ul style="list-style-type: none"> Intermediate. Minimum speed of 80/40 w.p.m. in Shorthand/Typing speed respectively Must be computer literate. 	Punjab 3 Sindh (R) 1 Sindh (U) 1	18 to 25 years (05 years general relaxation in upper age limit).
3.	Lower Division Clerk (BS-09)	01 (one)	<ul style="list-style-type: none"> Matric Minimum typing speed of 30 w.p.m. 03 (Three) weeks Basic IT Training Course (Including MS Office) conducted by NITB is mandatory after selection before completion of Probation Period. 	Minorities (Punjab) 1	18 to 25 Years (05 years general relaxation in upper age limit).
4.	Staff Car Driver (BS-04)	01 (one)	<ul style="list-style-type: none"> Primary Pass Having valid Driving License and well versant from Traffic Rules. 	Minorities (on local basis) 1	25 to 30 Years (05 years general relaxation in upper age limit).
5.	Farash (BS-01)	01 (one)	<ul style="list-style-type: none"> Primary Pass 	Minorities (on local basis) 1	18 to 25 Years (05 years general relaxation in upper age limit).

Terms & Conditions:

- Those who fulfil prescribed qualification /experience mentioned against each post may apply on the prescribed application form for recruitment along with an attested copy of CNIC and two coloured passport size photographs within 15 days of publication of this advertisement to the **Section Officer (Admn-II), Establishment Division (Main) Room No.1115-J, Cabinet Block, Islamabad.**
- The prescribed application form is also available on Establishment Division's website www.establishment.gov.pk. The same can also be downloaded from PPRA's website www.ppra.org.pk
- The relevant/required documents (in original) should be submitted/shown at the time of Test/Interview. Copies of the documents will not be entertained.
- Establishment Division (Main) reserves the right to cancel/reduce or enhance the number of posts at any time.

1ed 15/12/20 per

5. Applicants who wish to apply for more than one post, shall submit separate applications, as per Sl. No.1.
6. The applicants shall specifically mention the domicile/quota against which they apply for a post.
7. Those who are already in service must apply "Through Proper Channel".
8. Age relaxation will be granted as per Establishment Division's O.M No. 9/2/91-R-5 dated 28.11.2000 and clarification dated 24.06.2010.
9. All recruitments shall be made in line with the directions of Establishment Division's Recruitment Policy dated 22.10.2014, as amended from time to time, and Mechanism dated 16-01-2015 as amended time to time.
10. Incomplete applications or those received after due date will not be entertained.
11. Female and Disabled are encouraged to apply.
12. Only those candidates who fulfilled the eligibility criteria will be called for Test/Interview.
13. No TA/DA will be admissible to appear for Test/Interview.



(Dr. Zubair Abullah Baddani)
Section Officer (Admn-II)
Ph: 051-9103573

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION
<><><><><>
APPLICATION FORM



Name of Post & BPS applied for: _____

1. Name _____
(Write in capital letters)

2. Father's Name: _____

3. Date of Birth: _____

4. CNIC No: _____

5. Domicile (District): _____
(Mention specifically the Region)

6. Gender: _____

7. Test Centre: Islamabad Lahore Karachi

8. Religion: _____

9. Quota: Minorities Others

10. Postal Address (for communication): _____

11. Educational Qualification:

Qualification	Passing Year	School/Board	Marks

12. Experience:

Organization/Department	Designation	Grade	Govt/ Semi Govt/ Private	From	To	Total

13. Contact Number(s) 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 of Office/Department in writing that I am applying for this position (for candidates already in service).

Date: _____

Signature of Applicant _____