



Government of Pakistan  
Ministry of Communications

## POSTAL LIFE INSURANCE COMPANY LIMITED (PLICL)

### CAREER OPPORTUNITIES

PLICL requires the services of following individuals as per the criteria given below.

S. No.	Position and Salary Range / Month	Qualification	Age Limit	Professional Experience Required
1.	Office Manager	Graduate (Minimum 2 <sup>nd</sup> Division)	Max upto 35 years	i) Minimum 03 years' experience. Job requires preparing letters, presentations, reports and office supervisory work. ii) Must be proficient in MS Office iii) Candidates with experience in office administration and assisting HR function will be preferred.
2.	Personal Assistant / Executive Secretary	Graduate (Minimum 2 <sup>nd</sup> Division)	Max upto 35 years	i) Minimum 03 years' experience of working as executive secretary to the senior management. ii) Must be proficient in MS Office with minimum typing speed of 35wpm
3.	Driver	Matric with LTV Licence	Max upto 35 years	i) Minimum 05 years' experience of driving an LTV. ii) Experience of working as a company driver will be preferred
4.	Office Boy	Matric (Minimum 2 <sup>nd</sup> Division)	Max upto 35 years	i) Minimum 02 years' experience in a reputed organization.

#### How to apply: -

- i) Applicants may send their CVs mentioning the detail of their personal biodata, qualifications, experience, contact details should reach the below mentioned address till **16-03-2021** during the office hours (**09:00 am to 05:00 pm**) to the undersigned.
- ii) Only shortlisted candidates will be called for test/interview and such candidates shall bring their all testimonials in original at the time of test/interview.
- iii) All the positions are based in Islamabad at the company headquarters.
- iv) Company reserves the right to cancel the advertisement completely or partially.
- v) No TA/DA shall be granted to the candidates for appearing in test/interview.
- vi) The above positions are purely on contract basis under the terms & conditions to be offered in the appointment letter. The selected individuals will have no right to claim regularization/confirmation/ pension/gratuity other than offered in the appointment letter.

**(RIZWAN JAVED HASHMI)**

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Dte-General, Pakistan Post,  
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