

No. 2(4)-HR2024
Prime Minister's Office
BOARD OF INVESTMENT
6th Floor, Kohsar Block, Pak-Secretariat (TUV), Islamabad

SITUATION VACANT

Applications are invited from Male/Female citizen of Pakistan for recruitment in Board of Investment (BoI), Prime Minister's Office, Islamabad having requisite qualification and domicile, against the following positions:

S. No	Name of Post	No. of Posts	Qualification & Experience	Regional/ Provincial Quota	Maximum/Minimum Age Limit
01	Assistant (BPS-15)	04	(i). Graduate (ii). The selected candidates shall have to undertake 06-weeks basic IT Training Course (Including MS Office) conducted by NITB before completion of probation period.	Open Merit 01 Punjab 01 Sindh (R) 01 Sindh (U) 01	28+5= 33 years
02	Stenotypist (BPS-14)	08	(i). Intermediate (ii). A minimum speed of 80/40 w.p.m. in Shorthand/ Typing. (iii). Must be computer literate.	Open Merit 01 Punjab 04 Punjab (women) 01 Sindh (U) 02	25+5=30 years
03	Data Entry Operator (BPS-14)	01	(i). 2 nd Class or Grade "C" Bachelor's degree with Computer Science / Statistics / Mathematics / Physics from a University recognized by the Higher Education Commission. (ii) Minimum speed of 10,000 key depression per hours for data entry/verification.	Sindh (R) 01	25+5=30 years
04	Driver (BPS-04)	03	(i). Primary Pass (ii). Valid driving license holder and well versed in the traffic rules.	Open Merit 02 Sindh (U) 01	30+5=35 years
05	Despatch Rider (BS-04)	02	(i). Primary Pass (ii). Valid driving license holder and well versed in the traffic rules.	Open Merit 01 Sindh (R) 01	30+5=35 years
06	Naib Qasid (BPS-01)	07	(i). Primary pass	Islamabad/ Rawalpindi (local basis) 06 Islamabad/ Rawalpindi (disabled quota) 01	25+5=30 years
07	Chowkidar (BPS-01)	02	(i). Primary pass	Islamabad/ Rawalpindi (local basis) 01 Karachi (disabled quota) 01	25+5=30 years

The candidates for the **posts at S# 4 to 7 may appear for walk in interviews** alongwith duly filled in prescribed application form. Original documents, alongwith one set of photocopies of all testimonials/ documents with two recent passport size photographs shall be required at the time of interview, as per following schedule:

S#	Description	Date	Time	Venue
1.	Candidates belonging to Sindh and Balochistan provinces	08.07.2024	0900 hrs	Board of Investment, Syedna Taher Saifuddin Memorial Foundation, 3rd Floor, Plot No. CL-10/20/2, Beaumont Road Civil Lines, Karachi
2.	Candidates belonging to Punjab, KPK, Islamabad and other parts of the country	10.07.2024	0900 hrs	Board of Investment, 6th Floor, Kohsar Block, Pak-Secretariat (TUV), Islamabad

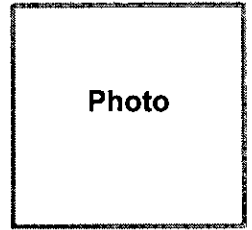
- Those who fulfill requisite qualification/domicile mentioned against posts from Sr. No.1 to 3 may apply on the prescribed application form for recruitment along with attested copy of CNIC and two coloured passport size photographs within 15 days of publication of this advertisement to the Director (Admn), Board of Investment, 6th Floor, Kohsar Block, Pak Secretariat, Islamabad. Application(s) other than prescribed application form will not be entertained.
- The Advertisement and application form are available at Bol's website www.invest.gov.pk, PPRA's website www.ppra.org.pk and National Job Portal website www.njp.gov.pk.
- The relevant/required documents (in original) should be shown at the time of Test/Interview. Copies of the documents will not be entertained.
- The relevant/required documents (in original) should be shown at the time of Test/Interview. Copies of the documents will not be entertained.
- The General age relaxation in upper age limit would 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, as amended from time to time.
- Regional quota, disabled person and woman quota shall also be observed as per government's instructions issued from time to time.
- Female candidates are encouraged to apply/ compete on the positions of merit.
- Board of Investment reserves the right to increase/decrease/abolish any number of post(s) at anytime, or cancel the whole process of recruitment without assigning any reason.
- Those who are already in service must apply "Through Proper Channel" and must bring NOC at the time of interview.
- The candidates fulfilling the eligibility criteria (at Sr.1 to 3) will be called for Test and followed by interview on the basis of merit to be determined after written test.
- No TADA will be admissible for Test/Interview.

(Lal Dino)
Director (Admn)

F.No.2(4)-HR/2023
PRIME MINISTER OFFICE
BOARD OF INVESTMENT

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APPLICATION FORM



Name of Post & BPS applied for: _____

1. Name _____
(Write in Capital letters)

2. Father's Name: _____
(Write in Capital letters)

3. Date of Birth:

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4. CNIC No:

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5. Domicile (Province): _____

6. District Domicile: _____

7. Religion: _____

8. Gender

Male	Female
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9. Disability

Yes	No
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10. Postal Address (for Communication): _____

11. Permanent Address: _____

12. Educational Qualification

Qualification	Passing year	School/Board	Grade /Class

13. Experience: (If any)

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

14. Contact Number(s) _____ 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 .

Signature _____