

Post Box 1091, Islamabad
SITUATIONS VACANT

Applications are invited from Pakistani Nationals for the following posts in a leading public sector Degree Awarding Institute. The prescribed qualification/criteria are as under:

1. Assistant Private Secretary (BPS-16)

Qualification and Experience:

- i. Bachelor degree (2nd Division) with high speed in shorthand and typing.
- ii. 05 years experience as Steno-typist.

2. Lower Division Clerk (BPS-7)

Qualification and Experience:

1. Intermediate 2nd Division (Must be Computer Literate).
OR
1. Matric 2nd Division.
2. 02 years experience (Must be Computer Literate) with typing speed 20 w.p.m.

3. Naib Quasid (BPS-1) Middle Pass.

Conditions

1. The applications along with attested documents (i) degrees/certificates (ii) experience certificates (iii) NIC (iv) Domicile (v) 2-recent photographs, and (vi) CV along with payment of Rs.2000.00 for S. No 1 and Rs.500.00 for S. No 2 and 3 should reach the undersigned within one week of the advertisement.
2. Online deposit the amount mentioned at para 1 in our A/C No.700011-3 (Code No.0474), NBP, Foreign Office Branch, Islamabad and attach original receipt along with application.
3. Applicants already working in Government/Semi-Government Organizations / Autonomous Bodies should apply through proper channel by due date and submit service certificate issued by their present and former employers, **otherwise, the applications will not be entertained.**
4. Applications that are incomplete or received after due date will not be entertained. The applications must be accompanied by the certificates/degrees/testimonials etc.
5. Those who have already applied need not to apply again.
6. Only short listed candidates will be called for test/interview.
7. The Institute reserves the rights not to fill any post/withhold the appointment against any advertised post or to accept/reject any application without assigning reason.

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