

## **CAREER OPPORTUNITIES**

Applications are invited to fill the following regular posts, vacant in President's Secretariat (Public), Aiwan-e-Sadr, Islamabad:

No.	Name of Post with BPS	Minimum Qualification	No. of Vacancies	Age Limit	Domicile/Quota
1.	<b>Lower Division Clerk (BS-11)</b>	(i) Matric (ii) Minimum typing speed of 30 w.p.m (iii) 3 weeks Basic IT Training Course (including MS Office conducted by NITB) shall be mandatory to qualify within the probation period, if appointed.	05	<b>18-25</b>	Punjab: 01 Sindh (R): 01 Sindh (U): 01 Balochistan: 01 AJK: 01
2.	<b>Staff Car Driver (BS-04)</b>	Primary with valid (LTV/HTV) driving license and well versed with traffic rules.	07	<b>18-30</b>	Sindh (R): 02 Sindh (U): 02 Balochistan: 01 Ex-FATA: 01 AJK: 01
3.	<b>Dispatch Rider (BS-04)</b>	(i) Primary Pass (ii) Valid driving license holder and well versed in the traffic rules.	01	<b>18-30</b>	Merit: 01
4.	<b>Key Operator (BS-04)</b>	Middle standard with knowledge of handling photo machines.	01	<b>18-25</b>	Merit: 01
5.	<b>Naib Qasid (BS-01)</b>	Primary Pass	14	<b>18-25</b>	Sindh (R): 06 Sindh (U): 02 Balochistan: 03 Ex-FATA: 02 GB: 01

### **GENERAL INSTRUCTIONS**

1. Eligible candidates may submit applications on prescribed form within 15 days of this advertisement.
2. The attested copies of CNIC, domicile, degrees/certificates must be attached with the application form.
3. Candidates shall present the documents in original at the time of test/ interview.
4. Applicants already in Government service may apply through proper channel.
5. General relaxation of upper age-limit shall be applicable to all candidates as admissible as per rules/ policy of the Federal Government.
6. Separate application forms are mandatory in case a candidate applies for more than one post.
7. No TA/DA will be admissible for the purpose of test/interview.
8. Only shortlisted applicants will be called for test/interview.
9. Vacancies can be increased/ decreased.

### **HOW TO APPLY**

1. **Application form** can be downloaded from the official website of President's Secretariat (Public) [www.president.gov.pk](http://www.president.gov.pk)
2. Applications alongwith attested copies of documents may be sent directly to Deputy Director (Admn), President's Secretariat (Public), Aiwan-e-Sadr, Islamabad.

**PRESIDENT'S SECRETARIAT (PUBLIC)**  
**AIWAN-E-SADR**

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**APPLICATION FORM**

Name of post applied for: \_\_\_\_\_

CNIC:

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Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Domicile (Province and District): \_\_\_\_\_

Religion: \_\_\_\_\_

Educational Qualification: \_\_\_\_\_

Professional Qualifications (if any): \_\_\_\_\_

Relevant Experience (in years with supporting documents): \_\_\_\_\_

Contact No: \_\_\_\_\_ Cell No: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_