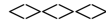


GOVERNMENT OF PAKISTAN
MINISTRY OF INDUSTRIES AND PRODUCTION



No.7 (5)/2008-Admn-II

Islamabad the 10th August, 2016

SITUATION VACANT

Applications on Prescribed Form are invited from suitable candidates (male/female) for appointment against the following vacant posts as per detail mentioned against each:-

| S.# | Name of the post with BPS | No. of Posts | Qualification and Experience required | Nature of Appointment | Domicile | Minimum & Maximum Age Limit |
|-------|---------------------------|--------------|--|----------------------------------|--|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| i). | Assistant (BPS-14) | 01 | Graduate | Temporary likely to be continued | Punjab [Open Merit-01] | 18 – 28 Years plus 5 years general age relaxation. |
| ii) | Stenotypist (BPS-14) | 10 | (i) Intermediate (ii) A minimum speed of 80/40 w.p.m. in shorthand / typing in English respectively (iii) Computer literates Preferable. | Temporary likely to be continued | Merit-01 Punjab [Open Merit-02, Minorities-01] Sindh (R) Women-01, Minorities-01] Sindh (U) [Open Merit-01, Women-01] Khyber Pakhtunkhwa Women-01] Gilgit-Baltistan/FATA [Open Merit-01] | 18 – 25 Years plus 5 years general age relaxation. |
| iii). | UDC (BPS-09) | 01 | (i) Intermediate (ii) Computer literates Preferable. | Temporary likely to be continued | Merit-01 | 18 – 25 Years plus 5 years general age relaxation. |
| iv). | LDC (BPS-07) | 01 | (i) Matric (ii). Minimum typing speed of 30 w.p.m (iii) Computer literates Preferable | Temporary likely to be continued | Merit-01 | 18 – 25 Years plus 5 years general age relaxation. |
| v) | Naib Qasid (BPS-01) | 04 | Primary | Temporary likely to be continued | Local Basis | 18 – 25 Years plus 5 years general age relaxation |
| vi) | Sweeper (BPS-01) | 01 | Primary | Temporary likely to be continued | Local Basis | 18 – 25 Years plus 5 years general age relaxation |

2. **No. of vacancies may increase or decrease.** The candidates who fulfill the above mentioned conditions may send their particulars on prescribed form addressed to the undersigned within fifteen (15) days of the publication of this advertisement. However, at the time of written test/interview, the candidates will have to present their original educational certificates/documents. Applications received after due date will not be entertained. Only short listed candidates will be called for test/interview. Ministry reserves the right to reject any or all the applications.

3. Government servants should apply through proper channel.

4. No TA/DA will be admissible for test/interview.

(Arshad Ali)
Section Officer (Admn-II)
Ministry of Industries & Production
'A' Block Pak-Secretariat, Islamabad
Ph: 051-9205452

Application Form

Name of post _____ BPS: _____

1. Name (in capital letters) _____

2. Father's /Husband's Name (for female married candidates) _____

3. Date of Birth: _____ Age :- _____

4. CNIC No. _____

5. Domicile (District) _____ Province _____

6. Postal Address). _____

7. Permanent Address:- _____

8. Contact No. Office: _____ Res. _____ Mobile. _____

9. Educational Qualification:-

| Qualification | Passing Year | CGPA/Div Grade/% age of Marks | School/Board/University |
|---------------|--------------|-------------------------------|-------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

10. Short Hand/Typing & Computer Literacy (where applicable) _____

Declaration: I, hereby undertake that information provided by me is correct to the best of my knowledge. I am also aware any false information will lead to disqualification of my candidature.

Signature of Applicant: _____