



**Consulate General of Pakistan**  
**10700 Santa Monica Blvd., Suite 211**  
**Los Angeles, CA 90025**  
**Tel: (310)-441-5114**  
**Fax: (310)-441-9256**  
[apstocg@pakconsulatela.org](mailto:apstocg@pakconsulatela.org)

No Admn-05/2020-LA


May 4, 2021

To, Mr. Rizwan Mehmood,  
Dy. Director (IT/Monitoring & Legal)  
Public Procurement Regulatory Authority,  
1<sup>st</sup> Floor FBC Building Near State Bank,  
Sector G-5/2, Islamabad, Pakistan

Subject: **Publication of Tender – PPRA Website**

Consulate General of Islamic Republic of Pakistan, Los Angeles presents its compliments to your esteemed office and has the honour to enclose two Tender Notices to obtain application for hiring of local staff for working in consular section and at NADRA Desk. The Tender Notice may please be published at PPRA website at the earliest.

2. An early action will be highly appreciated.

  
(Shoaib Sarwar)  
Deputy Consul General



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**TENDER NOTICE NO ADMN 05/2019-LA FOR HIRING OF STAFF**

The Consulate General of Pakistan, Los Angeles wants to hire the services of one Local Staff member (Assistants) for working at consular desk. Applicant should be capable of working in office and should have experience of working in public dealing.

- i) Minimum of 12 years education
- ii) Experience of working in public dealing position, preferably in diplomatic Mission.
- iii) Command on IT software, hardware and computer work (Microsoft Excel & Word).

Interested persons may forward application along with CVs complete in all respect. Applications should reach latest by May 25, 2021 by 1430 hrs addressed to: Head of Chancery, Consulate General of Pakistan, 10700 Santa Monica Blvd Suite 211, Los Angeles CA-90025, USA. The applications/CVs should include:

Name of Applicant with address, phone number/mobile number, Fax /Email, previous experience, etc).

Applicants will be called for interview after short listing the applications.

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**TENDER NOTICE NO ADMN 05/2019-LA FOR HIRING OF STAFF**

The Consulate General of Pakistan, Los Angeles wants to hire the services one Local Staff members for working in consular section at NADRA desk. Requisite qualifications are as under:

- iv) Minimum of 14 years education (16 year education will be preferred)
- v) Experience of working in public dealing position, preferably in diplomatic Mission.
- vi) Command on IT software, hardware and computer work (Microsoft Excel & Word).

Interested persons may forward application along with CVs complete in all respect. Applications should reach latest by May 25, 2021 by 1430 hrs addressed to: Head of Chancery, Consulate General of Pakistan, 10700 Santa Monica Blvd Suite 211, Los Angeles CA-90025, USA. The applications/CVs should include:

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