

**COMMISSION OF INQUIRY ON ENFORCED DISAPPEARANCES**  
**DIRECTORATE GENERAL CIVIL DEFENCE BUILDING**  
**(1ST FLOOR) MAUVE AREA, SECTOR G-9/1**  
**ISLAMABAD**

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No. 2/14/2015-16-ColoED/138

Islamabad, the November 18, 2024

**ENGAGEMENT OF SERVICES**

Applications are invited for engagement of services in the Commission of Inquiry on Enforced Disappearances, Islamabad, Karachi and Quetta against the following position, on purely temporary basis, initially for a period of six months, extendable on satisfactory performance. Fixed remuneration per month commensurate with the corresponding pay scales of the Federal Government will be paid. CVs may be sent on [coioed@gmail.com](mailto:coioed@gmail.com) within seven (07) working days from the date of publication of this advertisement on the PPRA Website.

S.No	Post		Place of posting	Lump sum pay package
1	Assistant Private Secretary/Stenographer at Head Office, Islamabad.	01	ColoED Headquarter, Islamabad	Graduate having 100/60 w.p.m. shorthand/typing speed respectively with computer skill/operating. Preference will be given to retired government servants.
2.	Assistant	01	-do-	Graduate having skill of computer operating. Preference will be given to retired government servants.
3.	Upper Division Clerk	01	-do-	Intermediate having skill of computer operating. Preference will be given to retired government servants.
4.	Lower Division Clerk	01	-do-	Matric having 30 w.p.m. typing speed and skill of computer operating. Preference will be given to retired government servants.
5.	Upper Division Clerk	01	Regional Office, Karachi	Intermediate having knowledge/ skill of computer

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				operating. Preference will be given to retired government servants.
6.	Upper Division Clerk	01	Regional Office, Quetta	Intermediate having skill of computer operating. Preference will be given to retired government servants.
7.	Sweeper	01	Head Office, Islamabad	Middle.

2. The minimum/maximum age limit etc will be as per rules of the Federal Government.

3. The competent authority may increase or decrease number of positions for the reasons to be recorded.

  
**(Farid Ahmad Khan)**  
 Secretary (ColoED)

Supplier	Acct holder	IBAN	Cost Ctr	Amount in LC	PROCESSING_DATE	Description	DocumentNo	PAYMENT_STATUS	ENTRY_DATE
30379395	PPRA	PK17HABB0004540013100701	IB1041	15,000.00	11/12/2024	COMMISSION OF INQUIRY OF ENFORCED	1500151552	true	11/12/2024