



**F.NO.1/2015-ADMIN-II**  
**GOVERNMENT OF PAKISTAN**  
**CABINET SECRETARIATE ESTABLISHMENT DIVISION**  
**JOB OPPORTUNITIES**

Application are invited from Male/Female citizens of Pakistan for recruitment in the Establishment Division (Main) having requisite Qualification, Domicile and age limit against the following positions:

S. No.	Name of Post & BPS	No of Posts	Qualification & Experience	Regional /Provincial Quota	Maximum/ Minimum Age Limit
1.	Assistant (BPS-15)	09 (Nine)	<ul style="list-style-type: none"> <li>Graduate.</li> <li>06 (Six) weeks Basic IT Training Course (Including MS Office) conducted by NITB is mandatory after selection before completion of Probation Period.</li> </ul>	Merit 01 Punjab 02 Minorities (Punjab) (Non-Muslim) 01 Disable 01 Sindh (R) 01 Sindh (U) 01 KPK 01 FATA 01	18 to 28 years (05 years general relaxation in upper age limit).
2.	Statistical Assistant (BPS-15)	02 (Two)	Graduate with Economic/Statistics/ Mathematics as one of the subjects.	Merit 01 Balochistan 01	18 to 25 years (05 years general relaxation in upper age limit).
3.	Research Assistant (BPS-15)	01 (One)	Graduate with Economic/Statistics/Mathematics as one of the subjects.	Merit 01	18 to 25 (05 years general relaxation in upper age limit).
4.	I.T Assistant (BPS-15)	02 (Two)	2 <sup>nd</sup> Class or Grade "C" Bachelor's degree in Computer Science recognized by Higher Education Commission. OR 2 <sup>nd</sup> Class Bachelor's degree from a recognized university with the one year diploma in Computer Science/information technology from a recognized board of Technical Education.	Punjab 01 KPK 01	18 to 25 years (05 years general relaxation in upper age limit).
5.	Stenotypist (BPS-14)	18 (Eighteen)	<ul style="list-style-type: none"> <li>Intermediate.</li> <li>Minimum speed of 80/40 w.p.m. in Shorthand/Typing speed respectively</li> <li>Must be computer literate.</li> </ul>	Merit 03 Punjab 06 Women (Punjab) 01 Sindh (R) 02 Sindh (U) 02 KPK 02 FATA 01 AJK 01	18 to 25 years (05 years general relaxation in upper age limit).
6.	Upper Division Clerk (BS-11)	01 (One)	<ul style="list-style-type: none"> <li>Intermediate.</li> <li>03 (Three) weeks Basic IT Training Course (Including MS Office) conducted by NITB is mandatory after selection before completion of Probation Period.</li> </ul>	Merit 01	18 to 25 years (05 years general relaxation in upper age limit).
7.	Lower Division Clerk (BS-09)	08 (Eight)	<ul style="list-style-type: none"> <li>Matric</li> <li>Minimum typing speed of 30 w.p.m.</li> <li>03 (Three) weeks Basic IT Training Course (Including MS Office) conducted by NITB is mandatory after selection before completion of Probation Period.</li> </ul>	Merit 01 Punjab 01 Minorities (Punjab) (Non-Muslim) 01 Disable 01 Sindh (R) 01 Sindh (U) 01 KPK 01 Balochistan 01	18 to 25 Years (05 years general relaxation in upper age limit).

**Terms & Conditions:**

- Those who fulfilled prescribed qualification /experience mentioned against each post may apply on the prescribed application form for recruitment along with an attested copy of CNIC and two coloured passport size photographs within 15 days of publication of this advertisement to the Section Officer (Admn-II), Establishment Division (Main) Room No.1115-J, Cabinet Block, Islamabad.
- The prescribed application form is also available on Establishment Division's website [www.establishment.gov.pk](http://www.establishment.gov.pk). The same can also be downloaded from PPRA's website [www.ppra.org.pk](http://www.ppra.org.pk)
- The relevant/required documents (in original) should be submitted/shown at the time of Test/Interview. Copies of the documents will be not be entertained.
- Establishment Division (Main) reserves the right to cancel/reduce or enhance the number of posts at any time.
- Applicants who wish to apply for more than one post, shall submit separate applications, as per Sl. No.1.
- The applicants shall specifically mention the domicile/quota against which they apply for a post.
- Those who are already in service must apply "Through Proper Channel".
- Age relaxation will be granted as per Establishment Division's O.M No. 9/2/91-R-5 dated 28.11.2000 and clarification dated 24.06.2010.
- All recruitments shall be made in accordance with the Mechanism defined by Establishment Division, MS Wing's O.M. No. F.53/1/2008-SP dated 16-01-2015 and amended vide O.M No. 53/1/2008-SP dated 06-05-2020.
- Incomplete applications or those which received after due date will not be entertained.
- Female, Disabled and Minorities will encouraged to apply.
- Only those candidates who fulfilled the eligibility criteria will be called for Test/Interview.
- No TADA will be admissible to appear for Test/Interview.

PID (I) 1492

روزنامہ جنگ راولپنڈی اور روزنامہ ایکسپریس اسلام آباد، 20-09-2020

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**APPLICATION FORM**



Name of Post & BPS applied for: \_\_\_\_\_

1. Name \_\_\_\_\_  
(Write in capital letters)

2. Father's Name: \_\_\_\_\_

3. Date of Birth:

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4. CNIC No:

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5. Domicile (District): \_\_\_\_\_  
(Mention specifically the Region)

6. Gender: \_\_\_\_\_

7. Religion: \_\_\_\_\_

8. Quota:  Minorities  Disabled

9. Postal Address (for communication): \_\_\_\_\_

10. Educational Qualification:

Qualification	Passing Year	School/Board	Marks

11. Experience:

Organization/Department	Designation	Grade	Govt/ Semi Govt/ Private	From	To	Total

12. Contact Number(s) Office \_\_\_\_\_ Res. \_\_\_\_\_ Mobile. \_\_\_\_\_

**Declaration :** I certify that the statement made by me in this application are true, complete and correct to the best of my knowledge and belief I have informed my Head of Office/Department in writing that I am applying for this position (for candidates already in service).

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

Signature of Applicant \_\_\_\_\_

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