

# SITUATIONS VACANT

A Public Sector Organization requires the service from Pakistani nationals for the under mentioned posts on purely contract basis for the duration of 01 year (extendable). The recruitment will be made on Merit. The selected candidates will be on probation for 03 months.

| Sr. # | Name of Post                              | No. of Post | Age     | Station  | Qualification / Experience   | Status   |
|-------|---|-------------|---------|--|--|----------|
| 1.    | Director (BS-19)                          | 01          | 32 - 40 | Islamabad - 01   | i. Second Class or Grade "C" Master's Degree from any recognized university in Social Sciences and Law.<br>ii. 12 years service in BS-17 or above OR 07 years service experience in BS-18 in case of direct recruitment. | Contract |
| 2.    | Registrar (BS-18)                         | 01          | 25 - 35 | Islamabad - 01   | i. Second Class or Grade "C" Master's Degree from any recognized university in Social Sciences and Law.<br>ii. 05 years experience in BS-17.   | Contract |
| 3.    | Assistant Registrar (AR) (BS-16)          | 05          | 22 - 30 | Karachi - 01<br>Lahore - 01<br>Islamabad - 02<br>Peshawar - 01 | i. Second Class or Grade "C" Bachelors Degree from any recognized University in Social Sciences and Law.   | Contract |
| 4.    | Assistant Private Secretary (APS) (BS-16) | 01          | 20 - 28 | Islamabad - 01   | i. Second Class or Grade "C" Bachelors Degree from a University recognized by HEC.<br>ii. A minimum speed of 100/50 w.p.m. in shorthand and typing respectively.<br>iii. Must be computer literate.                      | Contract |
| 5.    | Assistant Publication Officer (BS-16)     | 01          | 20 - 28 | Islamabad - 01   | i. Media / Mass Communications or relevant Degree recognized by HEC.<br>ii. Minimum 02 years relevant experience.  | Contract |
| 6.    | Assistant (BS-15)                         | 01          | 18 - 28 | Lahore - 01  | i. Graduate  | Contract |
| 7.    | Stenotypist (BS-14)                       | 01          | 18 - 25 | Lahore - 01  | i. Intermediate<br>ii. Minimum speed of 80/40 w.p.m in shorthand/ typing respectively.<br>iii. Must be computer literate.  | Contract |
| 8.    | LDC (BS-09)                               | 01          | 18 - 25 | Lahore - 01  | i. Matric. ii. 30 w.p.m typing speed.<br>iii. 03 Weeks basic IT training course.   | Contract |
| 9.    | Driver Cum Office Runner (BS-04)          | 04          | 18 - 25 | Islamabad - 03<br>Lahore - 01                                  | i. Primary Pass.<br>ii. Preference will be given to LTV license holders.   | Contract |
| 10.   | Naib Qasid (BS-01)                        | 01          | 18 - 25 | Lahore - 01  | i. Primary Pass.   | Contract |

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## INSTRUCTIONS

- The candidates fulfilling the above conditions may send their applications along with Curriculum Vitae (CV) and a copy of CNIC issued by NADRA. Documents may not be attached with application; however, original documents will be checked at the time of interview.
- Candidates already working in the Government Organizations / Departments must apply through proper channel.
- No TA / DA will be admissible for test/interview.
- Incomplete applications and those received after due date will not be entertained.
- Age is relaxable up to 5 years as per rules.
- Only eligible candidates will be called for test / interview.
- In case of any query please contact Coordination Officer, Ph: 051-9262953 (Ext: 104)

## HOW TO APPLY

PID(1) 354/19

- Candidates applying may send their applications to Admin Section, P.O. Box No. 3010, GPO, Islamabad within 15 days of the publication of this advertisement.