



JOB OPPORTUNITIES

Applications are invited from Male/Female citizens of Pakistan for recruitment in the Management Services Wing, Establishment Division having requisite qualification, domicile and age limit against the following positions:

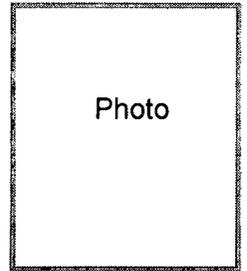
S. No.	Name of Post & BPS	No. of Posts	Qualification & Experience	Regional/Provincial quota	Maximum/Minimum Age limit
1.	Stenotypist (BS-14)	01	<ul style="list-style-type: none">Intermediate.Minimum speed of 80/40w.p.m in Shorthand / Typing Speed respectively.Must be computer literate.	Merit 01	18 to 25 years.
2.	Library Assistant (BS-12)	01	<ul style="list-style-type: none">Graduate.Diploma in Library Science.	Sindh (R) 01	18 to 25 years.
3.	Upper Division Clerk (BS-11)	02	<ul style="list-style-type: none">Intermediate.03 (Three) weeks Basic IT Training Course (Including MS Office) conducting by NITB is mandatory after selection before completion of probation period)	Punjab 01 Balochistan 01	18 to 25 years.
4.	Dispatch Rider (BS-04)	02	<ul style="list-style-type: none">Primary Pass.Valid driving license holder and well versed in the traffic rules.	Local Basis	18 to 30 years.
5.	Naib Qasid (BS-01)	06	<ul style="list-style-type: none">Primary Pass	Local Basis	18 to 25 years.

Terms & Conditions:

1. Those who fulfill requisite qualification/experience mentioned against each post may apply on the prescribed application form for recruitment along with attested copy of CNIC and two coloured passport size photographs within 15 days of publication of this advertisement to the **Section Officer (Admn), Management Services Wing, Establishment Division Room No. 1017-D, First Floor, Cabinet Block, Pak Secretariat, Islamabad.**
2. The prescribed application form is also available on Establishment Division's website www.establishment.gov.pk.
3. The relevant/required documents (in original) should be submitted/shown at the time of Test/Interview. Copies of the documents will not be entertained.
4. Management Services Wing, Establishment Division reserves the right to cancel, reduce or enhance the number of posts at any time.
5. Applicants who wish to apply for more than one post shall submit separate applications as per Sl. No.1.
6. The General age relaxation for a period of 5 years in upper age limit would 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.
7. The applicants, shall specifically mention the domicile/quota against which they apply for a post.
8. Those who are already in service must apply "Through Proper Channel".
9. All recruitments shall be made in accordance with the Establishment Division recruitment policy dated 22-10-2014 as amended from time to time.
10. Applications received after due date will not be entertained.
11. Only those candidates who fulfill the eligibility criteria will be called for Test/Interview.
12. The incomplete applications will not be entertained.
13. No TA/DA will be admissible to appear for Test/Interview.

**GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
MANAGEMENT SERVICES WING**

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): _____ 6. Gender: _____
(Mention specifically the Region)

7. Religion: _____ 8. Quota: _____

9. Postal Address: _____

10. Educational Qualification:

Qualification	Passing Year	School/Board/University	Marks	Division/Grade

11. Experience:

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

12. Contact Number(s) 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.

Date: _____

Signature of Applicant _____