



GOVERNMENT OF PAKISTAN

FINANCE DIVISION

NOTICE FOR RECRUITMENT

Applications are invited from suitable candidates for appointment to the following posts of a PSDP funded project "Modernization & Up-gradation of Pakistan Mint, Phase-II", purely on contract basis on **lump sum pay**

Sr.	Name of Post	No. of Post	Salary Package	Qualification	Max. Age Limit
1.	Project Engineer (Civil)	1	90,000 (PPS-7 equivalent to BPS-17)	i. BSc Engineering (Civil) from a Recognized Institution and Registered with PEC ii. Minimum five (5) years' post qualification experience	35 years
2.	Office Assistant	1	40,000 (PPS-5 equivalent to BPS-14)	Graduate- Minimum two (2) years' experience (of office procedures and filing)	35 years
3.	Stenotypist	1	40,000 (PPS-5 equivalent to BPS-14)	i. Intermediate ii. Minimum short hand writing speed 80 / - WPM & Typing speed 40 /- WPM	35 years

TERMS & CONDITIONS

- (i). The Selection shall be made purely on merit on contract basis upto 30-06-2018.
- (ii). Candidates applying for Sr. No. 2 & 3 posts should be proficient in handling MS Word. MS Excel, MS Power Point etc.
- (iii). Applications on prescribed format should reach the undersigned, within 15 days of the publication of advertisement. Format can be downloaded from www.finance.gov.pk.
- (iv). Only shortlisted candidates will be called for interview.
- (v). Applications may be submitted by both male and female candidates with equal opportunity of employment.
- (vi). Separate application should be submitted for each post. Name of post should be clearly mentioned in application as well as on envelope.
- (vii). The posting of Sr. No. 1 will be at Lahore while for Sr. No. 2 & 3 at Lahore / Islamabad.
- (viii). No TA/DA shall be admissible for interview or for joining the post.
- (ix). The competent authority reserves the right to accept or reject any or all the applications without assigning any reason and cancel recruitment to any post(s).

Project Director/Deputy Secretary (IF)
Room 312, Finance Division, 'Q' Block,
Pak Secretariat, Islamabad.
Ph. 051-9204482

APPLICATION FORM

Application Reference No. (for office use only)	Eligible / Not Eligible
---	-------------------------

1. Name _____ 2. Date of Birth _____

3. Father's Name _____ 4. E-mail _____

5. Postal Address _____

6. Permanent Address _____

7. Religion _____ 8. CNIC

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

9. Gender# _____ 10. Marital Status _____ 11. Domicile _____

12. Province _____ 13. Contact# _____

14. Option of station for test/interview 1. Islamabad 2. Lahore

15. **ACADEMIC RECORD** (Give exact name in Examination Column), Starting from High School (i.e. Metric) onwards in chronological order).

Examination (Metric/O Level FA/FSc/A Level, BA/BSc, Ma/MSc etc)	Passing Year	Board / University	Marks			Division/ Grade CGPA	Major Subjects of Study
			Obtained	Total	% age		

16. **PROFESSIONAL EXPERIENCE:**

Exact Name of Post	Organization Name	Duration	Job Description

17. **TYPING / SHORTHAND SPEED WHERE APPLICABLE:**

18.

I certify that the information provided by me in this Form is true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on Application Form or other documents(s) requested by the Department may result in cancellation of this and future application in department.

Dated: _____

Signature _____

Note:-

- i) Do not send copy of any certificate/degree with application.
- ii) Partially filled in / unsigned forms shall be rejected.
- iii) Send applications by post through Project Director/Deputy Secretary (IF), Room 312, Finance Division 'Q' Block, Pak Secretariat, Islamabad
- iv) Stations for test/interview will be decided subject to adequate number of candidates. However, option given by the candidate shall not be binding on office.