

AAGHAZ-E-HAQOOQ-E-BALUCHISTAN

Government of Pakistan
Finance Division

No.F.2(1)/2014-HR-II

Islamabad, the 26th September, 2014.

SITUATION VACANT

Applications are invited from the suitable candidates for filling up the following temporary post in the Finance Division, Islamabad for the Baluchistan Quota under "Aaghaz-e-Haqooq-e-Balochistan:-

S.No.	Name of Post and BPS	No. of Posts	Qualification	Age Limit
1	Assistant (BS-14)	01	i. Graduate. ii. Computer literate would be given preference.	18-28 Years
2	Stenotypist (BS-14)	02	i. Intermediate ii. Minimum speed of 80/40 w.p.m in shorthand/typing respectively. iii. Must be computer literate.	18-25 Years
3	LDC (BS-07),	01	i. Matric ii. Minimum typing speed of 30 w.p.m.	18-25 Years
4	DR (BS-04)	01	i. Middle ii. Having valid driving license.	18-25 Years


2. Maximum age limit of 03 years is relaxable for candidates belonging to Scheduled Castes and Baluchistan.

3. In terms of Establishment Division O.M.No.F.9/2/91-R-3, dated 28-11-2000 the upper age limit is further relaxable by five years over and above the prescribed age limit and the relaxation of age already admissible.

4. Candidates already in Government Service should apply through proper channel. Advance copies will not be entertained. Applicants must attach fresh passport size picture alongwith attested photocopies of all testimonials otherwise their applications will be rejected and incomplete applications will not be entertained.

5. The candidates fulfilling the requisite qualification, age and experience etc may send their applications complete in all respect on the attached proforma to the undersigned within 15 days from the date of publication of this advertisement at Room No.512, Block "Q", Pak Secretariat, Islamabad.

6. Applicants should indicate the centre of their choice where they intends to appear for the test / interview i.e. Quetta or Islamabad.
7. Only short listed candidates will be called for test / interview.
8. No. TAVDA will be admissible for appearing in the test/interviews.


(Muhammad Ali Shahzad Muzaffar)
Section Officer (HR-II)
Finance Division
Room No.512,
"Q" Block Pak Secretariat.
Islamabad
Ph.No. 9208287

Post Applied for: _____

Test Center: _____

Name of the Applicant (in block letters): _____

Father's Name (in block letters): _____

Date of Birth: _____

CNIC# _____

Domicile: _____

Religion: _____

Postal Address: _____
_____Permanent Address: _____

Telephone No. (Office) _____ (Mobile) _____

Educational Qualification:

S.No.	Certificate/Degree	Major Subjects	Grade/Division	Year

Experience (if any):

Designation	Name of the Department	From	To	Nature of Work

Computer/Technical Certificate/Diploma etc:

Certificate Diploma	Grade	Name of Institute

Signature of the Applicant: _____

Date: _____

Photo to be pasted
here