

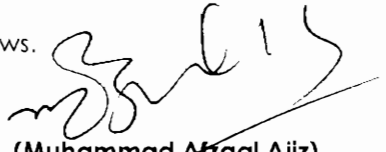
SITUATION VACANT

Applications are invited from the suitable candidates for filling up the following temporary posts in the Finance Division, Islamabad:-

S.No.	Name of Post and BPS	No. of Posts	Qualification	Age Limit	Quota
1.	Composer (BS-15)	03	iii. Graduate. iv. Experience on Personal System Computer and having the speed of 10,000 Key Depression Per hour for Data Entry/ Verification should possess the knowledge of Word Perfect-d-Base-III and 1-2-3 Lotus.	18-25	Merit=01 Punjab=01 Sindh (R)=01
2.	Stenotypist (BS-14)	23	i. Intermediate ii. Minimum speed of 80/40 w.p.m in shorthand/typing respectively. iii. Must be computer literate.	18-25 Years	Merit=04 Punjab Merit=08 Women=01 Minorities=01 Sindh (R) Merit=03 Minorities=01 Sindh (U) Merit=03 Women=01 AJ&K=01
3.	UDC (BS-09)	02	Intermediate	18-25 Years	Merit=01 Sindh (R)=01
4.	LDC (BS-07)	05	i. Matric ii. Minimum typing speed of 30 w.p.m.	18-25 Years	Punjab=02 Sindh (R)=03
5.	DR (BS-04)	01	i. Middle ii. Having valid driving license.	18-25 Years	KPK=01
6.	Naib Qasid (BS-01)	05	Primary pass.	18-25 Years	Local Based
7.	Regular Farsh (BS-01)	01	Primary pass.	18-25 Years	
8.	Chowkidar (BS-01)	01	Primary pass.	18-25 Years	
9.	Sweeper (BS-01)	01	Primary pass.	18-25 Years	

2. Maximum age limit of 03 years is relaxable for candidates belonging to Scheduled Castes, Sindh (R), Baluchistan, AJK and GB/FATA.

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 and incomplete applications will not be entertained.
5. The candidates fulfilling the requisite qualification, age and experience etc may send their applications on the prescribed form without copies of educational certificates / documents, however, at the time of test/interview the candidates must bring original certificates/documents. Applications should reach to the undersigned within 15 days of publishing of this advertisement.
6. Applicants should indicate the centre of their choice where they intend to appear for the test / interview i.e. Islamabad, Lahore and Karachi.
7. The number of posts may increase or decrease. Only short listed candidates will be called for test / interview.
8. No. TA/DA will be admissible for appearing in the tests/interviews.


(Muhammad Afzaal Ajiz)
Deputy Secretary (HR)
Finance Division
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Islamabad.
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FINANCE DIVISION
ISLAMABAD

Application No. _____
(for official use only)

APPLICATION FORM

Post Applied for: _____

Test Center: _____

2x Passport
size
photographs

1. Name of the Applicant (in block letters):- _____

2. Father's Name: _____ 3. Date of Birth: _____

4. CNIC No. _____ 5. Domicile: _____

6. Religion: _____ 7. Gender: _____

8. Postal Address:- _____

9. Permanent Address: _____

10. Contact No: (Office) _____ (Mobile) _____

11. Academic Record (Give Exact name in Educational Column), Starting from High School (e.g Matric) onwards in Chronological Order.

Examination (Matric/O Level FA/FSc/A Level BA/BSc MA/MSc etc	Passing Year	Board/ University	Marks			Division/ Grade/CGPA	Major Subject of Study
			Obtained	Total	Percentage		

12. Professional Experience (if any):

Exact Name of Post	Organization Name where served/serving	Duration	Job Description

13. Typing/Shorthand Speed where applicable:-

14. Computer/Technical Certificate/Diploma etc:

Certificate/Diploma	Grade	Name of Institute

Date:- _____

Signature of Applicant: _____