

Government of Pakistan

Finance Division

No.F.2(1)/2008-Admn-III

Islamabad, the 27th January, 2012

SITUATION VACANT

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

S.No.	Name of Post and BPS	No. of Posts	Domicile	Qualification	Age Limit
1	Data Entry Operator (BS-12)	02	Punjab-1 Sindh(R)-1	i. Second Class Bachelor's degree with Mathematics / Physics/Statistics/Economics. ii. Minimum speed of 10,000 Key depressions per hour.	25 Years

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

3. In terms of Establishment Division's instructions, 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. The candidates fulfilling the requisite qualification, age and experience, etc. may apply on format given hereunder to the undersigned within 15 days after the publication of advertisement.

5. Candidates already in Government Service should apply through proper channel; Advance copies will not be entertained.

6. Applicants should indicate the centre of his choice where he/she intends to appear in the test / interview (Islamabad and Karachi).

7. Only short listed candidates will be called for test / interview.

8. No. TA/DA will be paid for appearing in the test/interviews.

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

FINANCE DIVISION ISLAMABAD

Post Applied for: _____

Test Center: _____

Name: _____

Father's Name: _____

Date of Birth: _____

CNIC# _____

Domicile: _____

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

Candidate's Signature: _____

Date: _____

