

GOVERNMENT OF PAKISTAN MINISTRY OF ENERGY (PETROLEUM DIVISION)



BLOCK "A", PAK SECRETARIAT, ISLAMABAD

SITUATIONS VACANT

Applications are invited from the suitable candidates (Male & Female) for the following posts on regular basis:

S.	Name of	Domicile	Number	Minimum Educational Qualification		Age Limit	
No.	Posts	Donniche	of Posts	and Experience	Min	Max	
1.	Stenotypist (BS-14)	03	1-Punjab (General) 1-Punjab (Women) 1-Baluchistan (General)	Intermediate with minimum speed of 80/40 w.p.m. in Shorthand/Typing respectively. Computer literate.			
2.	LDC (BS-11)	01	Matric with typing speed of 30 w.p.m. Computer literate. In case of selection, 03 -weeks basic IT training course, including MS -Office conducted by NITB should be done within one (01) year.		18 Yrs.	25 Yrs.	

- Complete bio data on prescribed Performa along with 01 recent passport size photograph should reach the undersigned within fifteen (15) days of the date of the publication of the advertisement.
- 2. Testimonials will be provided by the selected candidates at the time of interview.
- 3. Persons already in Government service should apply through proper channel.
- 4. General Age Relaxation is admissible as per rules of Government of Pakistan.
- 5. Name of the post for which applied should be mentioned at the right top of envelop.
- 6. Incomplete applications or received after the expiry date will not be entertained.
- 7. No TA/DA will be admissible for test/interview.

Section Officer (Admin)

Room No. 336, Block "A" Pak Secretariat, Islamabad. Ph: 051-9208233

The Section Officer (Admin), Ministry of Energy (Petroleum Division), Room No. 336, 'A' Block, 3rd Floor, Pak Secretariat, Islamabad.

Date _____

Application	for the nest of	
Application	for the post of	

1x Passport size photograph

Signature of Applicant _____

APPLICATION FORM

pplication Referen	ce No			El	igible / Not	Eligible
For official use only Name:	/) 		2. Dat	e of Birth & a	ige in years _	
Father's Name:						
Postal Address (a	s per CNIC): _					
Permanent Addre	ess (as per CNI	C)				
Religion		8. CNIC				-
Gender 10. Marital Status 11. Domicile 2. District of Domicile 13. Contact/Cell No						
4. Academic Record Order	(Give exact Nam	e in Education Columi	ı Starting	from High Scho	ol (e.g. Matric) (onwards in Chronolog
Qualification	Qualification Passing Year		Board/University Obtain		rks Total	Division/ Grade
5. PROFESSIONAL I	EXPERIENCE					
Exact Name of Pos	t Organi	zation Name	Ι	Ouration	Job 1	Description
. TYPING / SHORT	THAND SPEEL	WHERE APPLIC	ABLE			
. <u>CERTIFICATE/DI</u>	<u>IPLOMA</u>					
Certificate/D	Certificate/Diploma		Grade		Name of Institute	
		1				
IT IS CERTIFI	ED THAT THE	ABOVE INFORMA	TION IS	CORRECT TO	O THE BEST (OF MY KNOWLED
						-
		ABOVE INFORMA				-