



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. No.	Name of Posts	Domicile	Number of Posts	Minimum Educational Qualification and Experience	Age Limit	
					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	1 - Merit	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.

1. 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)

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