



# GOVERNMENT OF PAKISTAN PRIME MINISTER'S OFFICE (PUBLIC)

## VACANCY ANNOUNCEMENT

Applications are invited for recruitment in the Prime Minister's Office (Public), having requisite qualification, domicile and age limit against the following positions

S #	Name of Post	BPS	No. of Posts	Age	Qualification & Experience	Domicile
1.	Assistant	BS-15	04	18 to 28 years	i) Graduate. In case of selection, 06-weeks basic IT training course including MS Office conducted by NITB should be done within one year.	Sindh-R = 01 Balochistan = 01 K.P.K = 01 GB/FATA = 01
2.	Stenotypist	BS-14	05	18 to 25 years	i) Intermediate ii) Minimum Speed of 80/40 w.p.m in shorthand/typing respectively. iii) Must be computer literate.	Punjab = 02 Balochistan = 01 GB/FATA = 01 *Disabled Quota = 01

### TERMS AND CONDITIONS

1. The candidates will be required to appear in a Skill/Proficiency Test.
2. The general age relaxation in upper age limit would be applicable as admissible under the rules.
3. Government Servants are advised to apply through proper channel and will be required to provide NOC of their organization concerned at the time of interview.
4. Incomplete applications and those received after due date will not be entertained.
5. Date, place and time of test and interview will be intimated in due course.
6. No TA/DA will be admissible for appearing in test and interview.
7. Bring original documents at the time of Interview.
8. **\*Candidates applying for the post of Stenotypist (BS-14) against disabled quota will be required to provide disability certificate at the time of interview.**

### HOW TO APPLY

1. Interested candidates fulfilling the above eligibility criteria may visit and apply online through **official website: [www.ncbms.edu.pk](http://www.ncbms.edu.pk)** for application submission and pay the fee as prescribed in any of the country wide branches of Askari Bank Limited not later than fifteen (15) days after the publication of advertisement.
2. Please send the application on prescribed application form with online **DEPOSIT SLIP (in original)** to NCBMS College and Testing Services **P.O Box No.1064** Islamabad.
3. Deposited amount is Non-Refundable/Non-Transferable.
4. Applications submitted by hand will not be entertained.
5. For further details, contact NCBMS College and Testing Services on **Phone:051-2272636-8**

**Section Officer (Admn), Prime Minister's Office (Public), Constitution Avenue, Islamabad, Ph: # 051-9008541**