



# PRIME MINISTER'S OFFICE (PUBLIC) ISLAMABAD

## SITUATION VACANT

Applications are invited for recruitment on following posts as indicated against each in this office:-

Sr. #	Name of Post	BPS	No. of Posts	Age	Qualification & Experience	Domicile
1.	Stenotypist	BS-14	01	18 to 25 years	i) Intermediate ii) Minimum Speed of 80/40 w.p.m in shorthand/typing respectively. iii) Computer literates preferable.	Disabled Quota
2.	UDC	BS-11	01	18 to 25 years	i) Intermediate	Disabled Quota

- The applications on the prescribed format as given below must reach the undersigned within **15 days of publication of this advertisement. Cut of date Sunday 13 January, 2019.**

### APPLICATION FORM FOR RECRUITMENT

Name of Post Applied for \_\_\_\_\_

Name (in Capital letters): \_\_\_\_\_

Father's Name: \_\_\_\_\_

Date of Birth (dd-mm-yyyy) \_\_\_\_\_ Gender: \_\_\_\_\_ Religion: \_\_\_\_\_

CNIC No: \_\_\_\_\_

Domicile District: \_\_\_\_\_ Province: \_\_\_\_\_ Disabled (Yes/No) \_\_\_\_\_

Postal Address: \_\_\_\_\_

Contact: Residence: \_\_\_\_\_ Mobile: \_\_\_\_\_ E-mail: \_\_\_\_\_

Highest Educational Degree/certificate: \_\_\_\_\_ Major subject(s): \_\_\_\_\_

Previous Experience: Government/Private: \_\_\_\_\_

Department: \_\_\_\_\_ Designation: \_\_\_\_\_

Years: \_\_\_\_\_

Declaration: I certify that all information, provided by me, in this Application Form is true and correct to the best of my knowledge and belief, I have informed my Head Office/Department that I am applying for this post (For government servants).

Dated: \_\_\_\_\_ Signatures: \_\_\_\_\_

- Application form Attached.
- Government Servants may apply through proper channel.
- The general age relaxation for a period of 5 years in upper age limit would be granted as admissible under the rules.
- Candidates will have to participate in proficiency test and interview.
- On final selection medical examination will be conducted by the civil surgeon.
- No TA/DA will be admissible for proficiency test and interview.
- Incomplete application forms or application received after due date will not be entertained.
- Post applied for must be clearly mentioned on the top right corner of the envelope.
- Bring original documents at the time of interview.
- Candidate must provide disability certificate and mention the nature of disability.

**Deputy Secretary (Admn)**  
Prime Minister's Office (Public)  
Constitution Avenue, Islamabad  
Ph: # 051-9008545

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