

## 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	
						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)	O1 1 - Merit Computer literate. In case of selection, 03 -we training course, including		In case of selection, 03 -weeks basic IT training course, including MS -Office conducted by NITB should be done within	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.
- 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.
- No TA/DA will be admissible for test/interview.

Section Officer (Admin)

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

Whilse com

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

Application for the post of \_\_\_\_\_

1x Passport size photograph

APPLICATION FORM

	ro	KIVI				
Application Reference N (For official use only)	0		Eligible / Not Eligible			
1. Name:		2. Date of Birth 8	& age in years			
3. Father's Name:		4. E-mail				
5. Postal Address (as per	CNIC):					
6. Permanent Address (a	s per CNIC)					
7. Religion	8. CNIC			-		
9. Gender 12. District of Domicile	10. Marit 13. Conta	10. Marital Status 11. Domicile 13. Contact/Cell No				
<ol> <li>Academic Record (Give Order</li> </ol>	exact Name in Education Column	n Starting from High Sc	chool (e.g. Matric) onwards in Chron	nologi		
Qualification Pass	sing Year Board/Unive	rsity Obtained	Marks Division/ Total Grade	5		
	ample		TOP	=		
15. <b>PROFESSIONAL EXPE</b>	RIENCE		0	_		
Exact Name of Post	Organization Name	Duration	Job Description			
6. TYPING / SHORTHAN	ID SPEED WHERE APPLIC	ABLE				
7. <u>CERTIFICATE/DIPLO</u>	<u>MA</u>					
Certificate/Diplor	na Gra	ade	Name of Institute			
☐ IT IS CERTIFIED T	HAT THE ABOVE INFORMA	TION IS CORRECT	TO THE BEST OF MY KNOWI	LEDO		
NOTE: One (01) attested o	copy of CNIC and one (01) ph	otograph must be a	attached including the pasted o	one.		

Signature of Applicant

employpuise employpuise employpuise employPulse.com employPulse.com employPulse.com

CIMILES COM

CHURINGE COM

Lunulse com