



GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
ADOPTION OF SOCIAL ACCOUNTABILITY-8000(SA-8000)



SITUATION VACANT

Ministry of Commerce is looking for suitable candidate for appointment against the following vacant position in the above mentioned project:-

Name of Post	No. of Post	Salary Package	Qualification	Age	Minimum Experience
Personal Assistant	1	Rs. 15,000/- pm	Graduation/ Typing and Computer Proficiency	Maximum 40 years	05 years experience in Maintaining of Office Record and all Office Work, etc. Having good knowledge of computer work. (MS Word, Excl and Power Point)+Accounts Works and Fluent in English.

The appointment will be purely on temporary contract basis till 31-12-2010, extendable on satisfactory performance. All applications giving full educational background and experience with attested copies of documents should reach the undersigned within 15 days from the date of publication of the advertisement. The candidates should bring original documents at the time of interview. No TA/DA will be admissible for appearing in test/interview. (female are also encouraged)

Mansoor Alam Kolachi
Project Director (SA-8000)Ministry of Commerce
House#39, Street # 35-A, Sector – I-9/4, Islamabad
Phone:051-9257326-27