

SITUATION VACANT

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Ministry of Commerce is looking for appointment of suitable candidates against the following vacant post in the Trade and Transport Facilitation Project-2:Trade and Transport Facilitation Unit (TTFU) of this Ministry.

Title and No. of Posts	Lump sum Salary Package per month	Qualification	Age Limit	Minimum Experience	Job Description	Period of Contract
Administrative Assistant One	Rs.20,500/=	Graduate	Age between 25-40 years	7 years experience of dealing with official matters, maintenance of office record/files, Having good knowledge of computer work.	Administrative Assistant will be responsible for assisting and supporting PD, DPD and Project Accountant in dealing with official matters and maintenance of office files and record.	For one year extendable on yearly basis upto 30 th June 2011.

All applications containing educational background and experience with attested copies of documents should reach the undersigned by 20-07-2009. The candidates should bring original certificates at the time of interview. No TA/DA is admissible for appearing in the interview.

(Muhammad Akram Qureshi)

Deputy Project Director (TTFU)

Ministry Of Commerce

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