

**GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE  
PAKISTAN INSTITUTE OF TRADE AND DEVELOPMENT  
ISLAMABAD**

**SITUATION VACANT**

Applications are invited for appointment on the following posts in Pakistan Institute of Trade and Development, Islamabad.

S/No	Name of the Posts	BPS	Qualification/experience	No. of posts	Domicile	Age Limit
1.	Steno Typist	14	i. Intermediate ii. Short hand/typing speed of 80/40 w.p.m respectively iii. Three months' Office Automation-Certificate in computer operations covering MS Word, MS Excel, MS Power Point, usage of internet and e-mail from a recognized institute.	01	KPK	18-25 years
2.	Staff Car Driver	04	i. Primary pass ii. Valid LTV/HTV (preferably HTV) Driving License holder and well versed in the traffic rules, iii. 02 years experience preferably in a well reputed organization	01	Punjab	20-25 years
3.	Cook	04	Primary pass having experience of preparing Pakistani and Continental food etc.	01	Punjab/ preferably local	18-25 years

**Important Instruction/Information**

- i. All appointments shall be made in accordance with Establishment Division's recruitment policy vide O.M. No.53/1/2008/SP, dated 06-05-2014 as amended from time to time.
- ii. 05 years general age relaxation will be admissible as per prescribed rules of Government of Pakistan.
- iii. According to the Establishment Division's O.M. No. 53/1/2008-SP, 11-05-2017, the period served as contract/contingent paid/daily wage/project employee, shall be excluded for the purpose of determination of upper age limit in addition to relaxation of upper age limit as per existing rules.
- iv. Disability quota as per Federal Government rules shall apply.
- v. Candidates must write an application on simple paper and send via Pakistan Post/TCS.
- vi. Candidates must indicate the post applied for on the right side of the envelope.
- vii. By hand submission of application will not be entertained.
- viii. A copies of attested testimonials / CNIC / Domicile / Pictures / License for Drivers and experience certificates are required to be attached with the application form.
- ix. Candidates must bring original documents/domicile/CNIC at the time of test/interview.
- x. Only shortlisted applicants called for test/interview.
- xi. A candidate may apply for more than one post by submitting separate application form for each post.
- xii. Application should reach within 15 days of publication of this advertisement to Pakistan Institute of Trade and Development (PITAD) Plot No.82, Pitras Bukhari Road, H-8/4, Islamabad (ph#051-9269817)
- xiii. Incomplete applications and those received after due date will not be entertained.
- xiv. Candidates already in Government service should apply through proper channel and must submit NOC at the time of application.
- xv. Only the eligible and shortlisted candidates will be called for interview.
- xvi. No TA/DA will be admissible for appearing in test/interview.

**(Pir Shah Gul Ahmed)  
Deputy Director (Admn)  
Pakistan Institute of Trade and Development**

**PLOT NO.82, PITRAS BUKHARI ROAD, H-8/4, Islamabad**