



SITUATION VACANT

Applications are invited to fill following regular posts in the Ministry of Commerce, Islamabad: -

S. #	Name of the Posts	No. of Posts	Minimum Qualification & Experience	Domicile & Regional Quota	Age
1.	Stenotypist (BPS-14)	36	i) F.A / Intermediate ii) A minimum speed of 80/40 words per minute in English shorthand/typing respectively. iii) Must be Computer literate	(i) Punjab (19) open merit 13 Female (03) Minority (02) & Disable (01) Sindh Urban (03) open merit (ii) Sindh Rural (06) Open merit (05) Female (01) (iii) KPK (03) Open merit (02) Female (01) (iv) Balochistan (02) open merit (v) FATA (02) Open merit (vi) Gilgit Baltistan (01) open merit	18 to 30 years (including 05 years general relaxation)
2.	Lower Division Clerk (BPS-09)	18	i) Matric with typing speed 30 words per minute. ii) Must be Computer literate	Punjab (09) Open Merit 05 Female (02) Minority (01) & Disable (01) Sindh Urban (03) Open merit KPK 01 (Female) Sindh Rural (03) Open merit Balochistan (02) Open merit	18 to 30 years (including 05 years general relaxation)
3.	DMO/ Photo State Operator (BPS-04)	01	i) Primary / Middle Pass. Preference will be given to those who possess the experience in the relevant field.	Islamabad / Rawalpindi- 01 Open merit.	18 to 30 years (including 05 years general relaxation)

How to Apply:

1. The Ministry reserves the right to cancel the recruitment process at any stage without assigning any reason and increase or decrease the number of posts as per vacancy under the rules.
2. Application forms may be downloaded from (www.commerce.gov.pk).
3. Candidates must indicate the post applied for on the right side of the envelope.
4. Copies of testimonials are not required to be attached. Original documents will be examined at the time of test/ interview. Furthermore, Government Servants must apply through proper channel.
5. On the basis of merit, only eligible and short listed candidates will provisionally be called for test/interview.
6. Concealing the facts and any direct or indirect pressure for appointment would lead to be disqualification of the candidates. If any candidate found ineligible he/she will be disqualified at any stage of the recruitment process or even post appointment within 1 year.
7. No TA/DA shall be admissible for test/interview.
8. Incomplete applications and those received after due date will not be entertained.
9. Provincial/ Regional Quota will be observed strictly as per rules.
10. Applications alongwith a copy of CNIC have to be submitted to Deputy Director (MoC) within 15 days of publication of this advertisement at the address given below: -

Deputy Director (MoC),
Ministry of Commerce, Room No. 522 "A" Block Pakistan Secretariat, Islamabad.
Phone: +92 51 9201011 Fax: +92 51 9205241



GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

JOB APPLICATION FORM

1. Post Applied For: _____
2. Name (Capital letters): _____
3. Father/Husband Name:- _____
4. C.N.I.C No. _____ Date of Birth: _____
5. Domicile: _____ District of Domicile _____
6. Quota against which applied (General Seat/Women/Minority/Disable).
7. Nationality: _____ Religion:- _____
8. Permanent/Postal address:-

Photograph
(Paste Here)

9. Contact Residence/Mobile): _____ Email:- _____
10. Academic Qualifications (High School / Metric onwards).

S. #	Degree/ Diploma/	Institution/ College	University/ Board	Year of Passing	Marks obtained	Total marks	%age/grade	Major Subjects
1								
2								
3								
4								
5								

11. Previous/ Related Experience (Private /Government)

S. #	Institution/ Employer	Position Held	Nature of Job	Job Period		Description of major assignments/tasks
				From	To	
1						
2						
3						

12. Computer Courses

S.#	Courses attended	Institution	Duration Period	Major Areas/ Subject

13. 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.

14. Please attach your copy of CNIC only.

Dated: _____

Signature of Applicant