

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**



No. 1(1)/2013-Admn-I (HR-II)

Islamabad, the 29th September, 2021

CIRCULAR

Ministry of Commerce intends to requisite services of Stenotypists (BPS-14) and Lower Division Clerks-LDCs (BPS-09) on deputation basis for the period of three years on standard terms & conditions which will also extendable for further two years. Presently 39 posts of Stenotypist (BS-14) and 24 posts of LDC (BS-09) are lying vacant. Selection will be made on merit.

2. Interested officials working in Federal Ministries/Divisions/Departments and provincial departments working in the jurisdiction of Islamabad and Rawalpindi are advised to send their applications along with detailed CVs through their respective departments within the 15 days at given below address:-

**Deputy Director (HR-II),
Ministry of Commerce,
Government of Pakistan,
Room No. 522, Block-A, Pakistan Secretariat,
Islamabad
Ph: 051-9217786
Email: dd-hr2@commerce.gov.pk**

3. Shortlisted officials will have to undergo shorthand and typing skill test. Service of qualified officials will be hired on deputation basis. Officials against whom disciplinary proceedings are pending or having unsatisfactory service record are not eligible to apply. Supporting documents are not required at this stage.

4. In case of questions or queries please contact us.


**(Muhammad Arshid)
Deputy Director (HR-II)
Ph: 051-9217786**

All Federal Ministries/Divisions/Departments in Islamabad/Rawalpindi

All Provincial Government Departments stationed at Islamabad and Rawalpindi