

Government of Pakistan
Ministry of Commerce
(EDF Secretariat)
Islamabad

SITUATIONS VACANT

Export Development Fund – Project Appraisal and Monitoring Unit

Applications are invited from Pakistani nationals for a temporary post of **Stenographer** on contract basis initially for a period of two years, in the Project Appraisal & Monitoring Unit, EDF Secretariat, Ministry of Commerce, Islamabad. The minimum academic qualification, experience and other details of the post are given below:-

Qualification:	BA/B.Sc./B.Com/Shorthand/BCS/PGD in IT with shorthand and typing speed of 100 and 40 words per minutes respectively and be able to operate computer.
Experience:	5 years working experience.
Age:	35 years (maximum).
Pay:	Rs.15,000/- (lump-sum).
Domicile:	Punjab.

2. The last date for receipt of applications, duly supported by the documents viz -attested copies of CNIC, Domicile, testimonials and two recent passport size photographs is **5th October, 2012**. Only those candidates should apply who strictly fulfill the required qualification and experience. Incomplete applications will not be considered. Those in Government service must apply through proper channel. Only short listed candidates will be called for test and interview. Candidates called for test/interview shall not be entitled for any TA/DA.

(Abrar Alam)
Executive Director-EDF
Ministry of Commerce
Room No. 612, Block 'A'
Pak Secretariat, Islamabad.