

**PRESIDENT'S SECRETARIAT (PUBLIC)**  
**AIWAN-E-SADR**

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No.2(34)/2015-Estt.

Islamabad, September 24, 2021.

From: Dr. Sajjad Ahmed,  
Deputy Director (Admin)  
Tele: 9204851

To: Deputy Director (Advertisement),  
Press Information Department,  
Ministry of Information, Broadcasting &  
National Heritage,  
Islamabad.

Subject: **PUBLICATION OF ADVERTISEMENT IN RESPECT OF  
PRESIDENT'S SECRETARIAT (PUBLIC), ISLAMABAD.**

I am directed to refer to Establishment Division's O.M.No.35/1/2019-SP, dated 23.06.2021 on the above subject (copy enclosed) and to enclose herewith an advertisement of President's Secretariat (Public), which may please be published on 26.09.2021 (Sunday) in three (03) national/leading newspapers (local addition).

Sd/-

(Dr. Sajjad Ahmed)

Copy to:

1. Deputy Press Secretary, President's Secretariat (Public) with the request to upload the enclosed Advertisement along with Application Form on the official website of this Secretariat.
2. Mr. Faisal Iqbal Ratyal, Director General (PMO), National Information Technology Board (NITB) with the request to upload the enclosed advertisement along with Application Form on National Job Portal.

Sd/-

(Dr. Sajjad Ahmed)  
Deputy Director (Admin)

## SITUATIONS VACANT

Applications are invited to fill the following temporary vacant posts in President's Secretariat (Public), Aiwan-e-Sadr, Islamabad:

S.No.	Name of Post with BPS	Minimum Qualifications	No. of vacancies	Domicile/ Quota	Maximum Age Limit
1.	Driver (BPS-04)	Primary with valid driving license (LTV/HTV) and well versed with traffic rules.	01	Local (Islamabad Capital Territory (ICT) under <b>Minorities Quota (Non-Muslim)</b> .	30 years
2.	Naib Qasid (BPS-01)	Primary	03	Local (Islamabad Capital Territory (ICT) under <b>Minorities Quota (Non-Muslim)</b> .	25 years

### GENERAL INSTRUCTIONS

1. Eligible candidates should submit their applications on prescribed form within 15 days of this advertisement.
2. The attested copies of CNIC, domicile, valid driving license (in case of Driver), degrees/certificates must be attached with application form.
3. Submission of original documents shall be mandatory at the time of test/interview.
4. Applicants already in Government service may apply through proper channel.
5. General relaxation of upper age limit up to five years shall be applicable to all the candidates as admissible under Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993.
6. No TA/DA will be admissible for the purpose of test/interview.
7. Only short-listed applicants will be called for test/interview.
8. The competent authority reserves the right to cancel/postpone recruitment process at any stage.

### HOW TO APPLY

1. Information provided in the application form will be verified before issue of Offer of Appointment. In case of any false or forged information, President's Secretariat (Public) reserves the right to cancel candidature at any stage (even after employment, if so revealed later) and to initiate a legal action against the applicant.
2. Please use separate form and separate envelop, if you wish to apply for more than one post.
3. Last date of submission of application form is 15 days from the date of publication of this advertisement. Applications received after the closing date will not be entertained.
4. Application form can also be downloaded from the official website of President Secretariat (Public) [www.president.gov.pk](http://www.president.gov.pk)
5. Applications may be sent directly to Deputy Director (Admin), President's Secretariat (Public), Aiwan-e-Sadr, Islamabad.

Sd/-  
**(Dr. Sajjad Ahmed)**  
Deputy Director (Admin)  
Tele: 051-9204851

**PRESIDENT'S SECRETARIAT (PUBLIC)**

**AIWAN-E-SADR**

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**APPLICATION FORM**

Name of post applied for: \_\_\_\_\_

CNIC:

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Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Gender:

Male

Female

Domicile (Only):

Islamabad Capital Territory (ICT)
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Religion: \_\_\_\_\_

Educational Qualification: \_\_\_\_\_

Relevant Experience (in years): \_\_\_\_\_

Professional Qualifications (if any): \_\_\_\_\_

Contact No: \_\_\_\_\_ Cell No: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

