

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

SITUATIONS VACANT

Applications are invited from suitable candidates for filling up the following vacancies available in the Secretariat Training Institute, an attached department of Establishment Division, Government of Pakistan, Islamabad:-

Sl. No.	Name of the post with BPS	No. of posts	Quota	(Educational Qualification	Age limit
1	Driver (BPS-4)	1	Local basis (Islamabad)	a) Primary Pass. b) Valid HTV driving license holder and well versed in the traffic rules.	18-30 years
2	Chowkidar (BS-1)	2	Local basis (Islamabad)	Primary pass.	18-25 years
3	Farrash (BS-1)	1	Local basis (Islamabad)	Primary pass.	18-25 years
4	Khakroob (BS-1)	1	Local basis (Islamabad)	Primary pass.	18-25 years

2. 5 years General relaxation as per Rules contained in (Relaxation of upper age limit, 1993), 15 years age relaxation in the upper age limit will be given to retired army personnel, Government servants who have completed 2 years continuous Government service will be given 10 years age relaxation and 10 years age relaxation will be given to disable persons.
3. Government servants must apply through proper channel.
4. Application form may be downloaded from STI's website (www.sti.gov.pk).
5. Interested candidates may also apply through National Job Portal (njp.gov.pk).
6. Incomplete applications and those received after due date shall not be entertained.
7. Only those who candidates fulfilled the eligibility criteria will be called for test/interview, as may be prescribed by the Government.
8. No TA/DA will be admissible for appearing in the test/interview.
9. The competent authority reserves the right not to fill the posts or withhold the appointment of any or all posts without assigning any reason.

NOTE:

Applications on prescribed proforma given below are required to reach office of the undersigned within 15 days from the date of publication of this advertisement. No attachment, whatsoever, except photograph, is required to be attached with filled in proforma. **However, Original CNIC, educational/experience/domicile certificates/Army Discharge documents, etc shall be required to be produced at the time of test/interview.**

(Muhammad Haroon Rashied)
Deputy Director (Admn)
STI, No.7, Sector H-9, Islamabad

(i) NAME OF POST APPLIED FOR: _____

(ii) NAME (In Capital Letters): _____

(iii) FATHER’S/HUSBAND’S NAME: _____

(iv) DOMICILE: DISTRICT: _____ PROVINCE: _____

(v) CNIC NO. _____

(vi) DATE OF BIRTH (dd-mm-yyyy) _____ GENDER _____ RELIGION _____

(vii) EDUCATIONAL QUALIFICATION:

Photo

Degree / Certificate	Passing Year	School/Board/University	Division/Grade/CGPA
Primary			
Matric or Equivalent			
FA/FSc or Equivalent			
BA/BSc or Equivalent			
MA/MSc or Equivalent			
Others (if any)			

(viii) EXPERIENCE _____

(ix) Have you valid HTV driving license (if applicable) Yes___ No ___

(x) Are you Ex-serviceman (if applicable) Yes___ No ____, if Yes, indicate number of years served _____

(xi) PERMANENT ADDRESS: _____

(xii) POSTAL ADDRESS: _____

(xiii) TELEPHONE NO. / MOBILE NO. _____

Date: _____

Signature of the applicant