

**GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
(AVIATION DIVISION)**

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**SITUATION VACANT**

Applications are invited from suitable candidates for recruitment in Aviation Division (Main) Islamabad against the following posts:

S.No	Name of post	No. of Posts	Qualification & Experience	Regional/ Provincial Quota	Minimum/maximum Age Limit
1.	Stenotypist (BPS-14)	5	i) Intermediate ii) Shorthand/Typing speed 80/40 respectively. iii) Must be computer literate	Merit 01 Sindh (U) Merit 01 KPK (Merit) 01 Baluchistan (Merit) 01 Ex-FATA (Merit) 01	18 to 30 years (including 5 years general age relaxation)
2.	LDC (BPS-09)	1	(i) Matric. (ii) Minimum typing speed of 30 w.p.m (iii) 3 weeks Basic IT Training Course (Including MS Office conducted by NITB) is mandatory for initial appointment after selection and during probation period	Punjab (Merit) 01	18 to 30 years (including 5 years general age relaxation)
3.	Driver (BPS-04)	3	i) Primary Pass ii) Valid driving license holder and well versed in the traffic rules	Local Basis	18-35 Years (including 5 years general age relaxation)
4.	Dispatch Rider (BPS-04)	1	i) Primary Pass ii) Valid driving license holder and well versed in the traffic rules	Local Basis	18 to 35 years (including 5 years general age relaxation)
5.	Duplicating Machine Operator (BS-04)	1	i) Primary Pass ii) Knowledge of operating duplicating machine is essential.	Local Basis	18 to 30 years (including 5 years general age relaxation)
6.	Naib Qasid (BPS-01)	8	Primary Pass	Local Basis	18 to 30 years (including 5 years general age relaxation)
7.	Sanitary Worker (BPS-01)	1	i) Primary Pass ii) Experience in relevant field is essential	Local Basis	18 to 30 years (including 5 years general age relaxation)

**Terms and Conditions:-**

- i) Only shortlisted applicants will be called for test/interview.
- ii) Five years general age relaxation has been included in the above-mentioned column of age limit. Any other age relaxation will be given as per Government of Pakistan rules.
- iii) Application form can be downloaded from the website of Aviation Division, Islamabad ([www.aviation.gov.pk](http://www.aviation.gov.pk))
- iv) Candidates already in Government service should apply through proper channel and would be required to produce NOC at the time of interview.
- v) A candidate may apply for more than one post by submitting separate application form for each post.
- vi) Applicant shortlisted for interview shall present his/her original documents alongwith set of attested copies of degree/certificates issued by HEC/ recognized board/universities/institute.
- vii) Information provided on application form will be verified and in case if any false or forged information and fake or bogus documents, Aviation Division reserves the right to cancel the candidature at any stage (even after employment, if so discovered later) and to initiate a legal action against the applicant.
- viii) No TA/DA will be admissible for appearing in test/interview.
- ix) Applications alongwith copy of CNIC and passport size photograph, on the prescribed format shall reach to **Section Officer (Admin), Aviation Division, 8<sup>th</sup> Floor, Kohsar Block, Pak Secretariat, Islamabad** latest by **24<sup>th</sup> August, 2020**.
- x) Applications incomplete or received after due date will not be entertained.
- xi) **Please do not attach any other documents with the application form.**

**Section Officer (Admin),  
Aviation Division, 8<sup>th</sup> Floor, Kohsar Block, Pak Secretariat,  
Islamabad**

Government of Pakistan  
Cabinet Secretariat  
(Aviation Division)

Picture Passport  
Size

1. Name and BPS of Post Applied for: \_\_\_\_\_
2. Full Name: \_\_\_\_\_
3. Father's/Husband's Name: \_\_\_\_\_
4. Date of Birth:   -   -
5. Age (as on closing date): \_\_\_\_\_
6. Religion: \_\_\_\_\_
7. Domicile: \_\_\_\_\_ District \_\_\_\_\_
8. CNIC No:      -          -
9. Marital Status:  Single  Married
10. Postal Address (for communication): \_\_\_\_\_

11. Permanent Address: \_\_\_\_\_
12. Phone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_ E-mail \_\_\_\_\_

13. **Educational Qualification:**

Qualification	Passing Year	School / Board	Marks obtained/Total Marks

14. **Experience:**

Organization / Department	Designation	Grade	Government / Semi Government / Private	Starting date	Ending date	Total No. of Years

15. **Certificate regarding correct information:**

It is certified that the information mentioned above is true and correct to the best of my knowledge and nothing has been concealed. Moreover, I have not been convicted by any court of law.

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

Signature: \_\_\_\_\_