

SITUATION VACANT

A public sector organization at Islamabad requires individuals for the following temporary posts likely to become permanent. Selection criteria will be as admissible to public sector organizations.

Sr. #	Name of Post & Scale	No of Posts	Qualification & Experience	
1.	Assistant Manager (Stores / Estate / Finance) (SPS-8)	3	a.	MBA/ MPA /MAS/MSc MS Post Graduation in the relevant field with first Class. One year courses in Computer Application including Hand'on Experience on MS Office.
2.	Assistant Manager Admin (SO) (SPS-8)	1	a.	Masters (1st class Preferably English) (with Physics as subject in F.Sc)
			b.	Proven Experience in Office Management at Executive level.
			c.	Excellent Communication skills.
			d.	Excellent Written / Verbal Expression in English
			e.	One year courses in Computer Application with good typing speed
3.	Assistant Manager (Library) (SPS-8)	1	a.	Masters Degree in Library Science/Information Science/ Documentation with first Class OR
			b.	Masters Degree in the above subject with second class with minimum 02 years relevant experience

Age limit for all the above post is upto 35. Government Employees should also submit NOC. Position applied for should be mentioned on the CV and Top Right Corner of the envelope. Application alongwith a copy of resume, testimonials, copy of NIC and a recent photograph should reach "Director Admin" Post Box No. 2141, Islamabad or email at recruitment2141@gmail.com, within 15 days of advertisement.

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