

# SITUATION VACANT

Applications are invited for the following posts in the Govt/Public sector organization from Pakistani nationals (male/female). The prescribed qualification, experience, domicile and maximum age are indicated against each post:-

NAME OF THE POSTS AND BS	NO. OF POSTS	QUALIFICATION & EXPERIENCE	QUOTA	MAXIMUM AGE	PERMANENT/ ON CONTRACT
<b>Deputy Registrar</b> BS-18	01	1. Bachelor's Degree in Law (at least 2nd Division). Those with L.L.M or qualification in Economics/ Finance/Commerce would be given preference. 2. 5 years experience in dealing with legal matters. Preference will be given to those who have experience both in Law and Accountancy. 3. Computer literacy is also essential.	Merit	35 years	Two years contract. Likely to become permanent
<b>Assistant Director (Operations)</b> BS-17	01	1. MCS/BCS 4 years or equivalent (1st Div.) 2. Expertise in the database (SQL Server, VB) and establishment of LAN/WAN under Windows & LINUX Platform. 3. Training certificate of MCSE/CCNA would be preferred. 4. 1-2 years experience would be preferred.	Merit	30 years	Two years contract. Likely to become permanent
<b>Librarian</b> BS-17	01	1. Master's Degree (at least 2nd Div.) 2. Degree in Library Science would be preferred. 3. 2 years experience in the library work.	Merit	30 years	Two years contract.
<b>Computer Operator</b> BS-14	02	1. B.A. with one year Diploma in Computer Sciences Or BSc (Hons.) in computer Sciences. 2. Relevant Computer Course Certificate would be preferred. 3. 5 years related experience of Govt. sector would be preferred.	Merit-1 Punjab-1	30 years	Permanent
<b>Driver</b> BS-4	01	1. Middle. 2. Having sound health and driving experience of at least five years. 3. Must be well versed with Traffic Rules. 4. Must have valid driving licence (LTV) with clean record.	Merit	28 years	Two years contract.

Pay/allowances and other benefits shall be admissible alongwith other terms and conditions as may be determined.

Applications alongwith C.V. Only (without testimonials) should reach **Deputy Director (Admin) Post Box No. 1227, Islamabad by February 27, 2007.**

Those already in service must apply through proper channel. Only short listed applicants will be called for interview.

Incomplete applications as well as those received after due date will not be entertained.

No TA/DA shall be admissible.

The office reserves the right not to fill the posts without assigning any reason.

**Deputy Director (Admn)**