

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	Regional/ Provincial / Reserved Quota	Educational Qualification	Age limit
1	Assistant (BS-15)	1	Punjab (Merit)	i) Graduate ii) 6 weeks Basic IT Training Course (Including MS Office) conducted by NITB is mandatory after selection before completion of probation period.	18-28 years
2	Stenotypist (BS-14)	5	Merit - 1 Punjab (Merit) - 3 Sindh –Rural (Merit) - 1	i) Intermediate ii) Minimum speed of 80/40 w.p.m. in Shorthand and typing respectively. iii) Must be computer literate.	18-25 years
3	Upper Division Clerk (BS-11)	1	Punjab (Merit)	i) Intermediate ii) 3 weeks Basic IT Training Course (including MS Office) conducted by NITB is mandatory after selection before completion of probation period.	18-25 years
4	Lower Division Clerk (BS-9)	2	Merit - 1 Punjab (Merit) – 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 after selection before completion of probation period.	18-25 years
5	Duplicating Machine Operator (BS-4)	1	Local basis (Islamabad)	i) Primary Pass. ii) Knowledge of operating duplicating machine essential.	18-25 years
6	Driver (BPS-4)	1	Local basis (Islamabad) (Ex-Serviceman)	a) Primary Pass. b) Valid HTV driving license holder and well versed in the traffic rules.	18-30 years
7	Naib Quasid (BS-1)	2	Local basis (Islamabad) - 1 (Ex-Serviceman) Local basis (Islamabad) - 1 (Women quota)	Primary pass	18-25 years

- 2. Upper age limit shown against each vacancy may be relaxed according to Government rules/instructions issued in this regard from time to time.
- 3. Government servants must apply through proper channel.
- 4. The prescribed application form may be downloaded from STI’s website www.sti.gov.pk
- 5. Interested candidates may also apply though National Job Portal (njp.gov.pk).
- 6. Incomplete applications and those received after due date shall not be entertained.
- 7. Only those candidates who 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.

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.

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APPLICATION FORM

- (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:



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