

Government of Pakistan
Cabinet Secretariat
(Aviation Division)

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		Age Limit	
						Minimum	Maximum
1.	Assistant (BPS-15)	1	Graduate (6 weeks Basic IT Training Course (including MS Office conducted by NITB) is mandatory for initial appointment after selection and during probation period)	KPK (Merit)	01	18	28
2.	Stenotypist (BPS-14)	5	i) Intermediate ii) Typing/Shorthand speed 40/80 respectively. iii) Must be computer literate	Merit	01	18	25
				Punjab (Merit)	02		
				Punjab (Minorities-Non Muslim)	01		
				KPK (Merit)	01		
3.	UDC (BPS-11)	1	Intermediate (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	25
4.	IT Technician (BPS-11)	1	i) Second Class or Grade 10+4/Intermediate in Computer Science QIB. ii) Intermediate /Diploma/B.Sc in Statistics/Mathematics /Physics with diploma in Computer Science/Information Technology from a recognized board of technical education.	Punjab (Merit)	01	18	25

Terms and Conditions:-

- i) Recruitment will be made in accordance with the recruitment policy conveyed by the Establishment Division vide O.M No. 53/1/2008-SP dated 22-10-2014, dated 16-01-2015 and 06-05-2020 as amended from time to time.
- ii) Five years general age relaxation is admissible in the upper age limit. Any other age relaxation will be given as per Government policy/ rules.
- iii) Applicants already in Government/Semi Government departments or autonomous bodies should apply through proper channel. They would be required to produce NOC at the time of interview.
- iv) Incomplete applications, advance copies and those received after due date will not be entertained.
- v) Time, Date and place of test and interview will be intimated in due course of time.
- vi) Prescribed quota will be observed as per rules.
- vii) No TA/DA will be admissible for appearing in test/interview.
- viii) Only shortlisted applicants will be called for test/interview.
- ix) A candidate may apply for more than one post by submitting separate application form for each post.

How to apply:

- x) Advertisement and Application form can be downloaded from the website of Aviation Division, Islamabad (www.aviation.gov.pk) and National Jobs Portal (<https://njp.gov.pk>)
- xi) Applications along with attested copies of CNIC and passport size photograph, on the prescribed format shall reach to Section Officer (Admin), Aviation Division, 8th Floor, Kohsar Block, Pak Secretariat, Islamabad within fifteen days of the publication of this advertisement.

Section Officer (Admin),
Aviation Division, 8th Floor, Kohsar Block, Pak Secretariat, Islamabad

Application No. _____
(For official use only)

**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: _____