GOVERNMENT OF PAKISTAN
MINISTRY OF ENERGY
(PETROLEUM DIVISION)
BLOCK "A", PAK SECRETARIAT,
ISLAMABAD
*****

SITUATION VACANT

Applications are invited from the suitable candidates for the following post on regular basis:

S. No.	Name of Posts	Number of Posts	Domicile	Minimum Educational Qualification and Experience	Age Limit	
					Min	Max
1.	Stenotypist (BS-14)	01	1- Balochistan (General)	Intermediate with minimum speed of 80/40 w.p.m. in Shorthand/Typing respectively. Computer literate.	18 Yrs.	25 Yrs.

1. Complete bio data on prescribed Performa along with 01 recent passport size photograph should reach the undersigned within fifteen (15) days of the date of the publication of the advertisement.
2. Testimonials will be provided by the selected candidates at the time of interview.
3. Persons already in Government service should apply through proper channel.
4. General Age Relaxation is admissible as per rules of Government of Pakistan.
5. Name of the post for which applied should be mentioned at the right top of envelop.
6. Incomplete applications or received after the expiry date will not be entertained.
7. No TA/DA will be admissible for test/interview.
8. The candidates may also apply for the above-mentioned posts through National Jobs Portal (NJP) by visiting website **www.njp.gov.pk/login.php.**

Kamran Alam Khan
30 October 2023 15:42:23 PKT

Section Officer (Admin)
Room No. 336, Block "A" Pak Secretariat, Islamabad.
Ph: 051-9208233

The Section Officer (Admin),
Ministry of Energy (Petroleum Division),
Room No. 336, 'A' Block, 3rd Floor,
Pak Secretariat, Islamabad.

Application for the post of _____

2x Passport size photographs

APPLICATION FORM

Application Reference No. _____ (For official use only)	Eligible / Not Eligible

1. Name: _____
2. Date of Birth & age in years _____
3. Father's Name: _____
4. E-mail _____
5. Postal Address: _____
   _____
6. Permanent Address: _____
   _____
7. Religion _____
8. CNIC | | | | | | | | | | | | | | | |
9. Gender _____
10. Marital Status _____
11. Domicile _____
12. Province _____
13. Contact/Cell No. _____

1. Academic Record (Give exact Name in Education Column Starting from High School (e.g. Matric) onwards in Chronological Order

Qualification	Passing Year	Board/University	Marks			Division/ Grade/ CGPA	Major Subject of Study
			Obtained	Total	Percentage		

2. PROFESSIONAL EXPERIENCE

Exact Name of Post	Organization Name	Duration	Job Description

3. TYPING / SHORTHAND SPEED WHERE APPLICABLE

4. COMPUTER / TECHNICAL CERTIFICATE DIPLOMA ETC.:

Certificate/Diploma	Grade	Name of Institute

Certified that the above information is correct. Attested copy of CNIC and 01 Photograph is attached herewith including the pasted one.

Date _____

Signature of Applicant _____

Khushnaam Ali Khan
AD (IT)
30 October 2025 10:42:28 AM