The Section Officer (Admin), Application for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ministry of Energy (Petroleum Division),

|  |
| --- |
| 1x Passport size photograph |

Room No. 336, ‘A’ Block, 3rd Floor,

Pak Secretariat, Islamabad.

|  |
| --- |
| **APPLICATION FORM** |

|  |  |
| --- | --- |
| **Application Reference No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(For official use only)** | **Eligible / Not Eligible** |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 1. Date of Birth & age in years \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 1. Father’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 1. E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 1. Postal Address (as per CNIC): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| 1. Permanent Address (as per CNIC) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| 1. Religion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  | - |  |  |  |  |  |  |  | - |  |  1. CNIC | | |
|  |  | | |
| 1. Gender \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1. Marital Status \_\_\_\_\_\_\_\_\_\_\_\_\_ | | 1. Domicile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. District of Domicile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1. Contact/Cell No. \_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Nature of Disability: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 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 | | Obtained | Total | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  1. **PROFESSIONAL EXPERIENCE**  |  |  |  |  | | --- | --- | --- | --- | | Exact Name of Post | Organization Name | Duration | Job Description | |  |  |  |  | |  |  |  |  | |  |  |  |  |  1. **CERTIFICATE/DIPLOMA**  |  |  |  | | --- | --- | --- | | Certificate/Diploma | Grade | Name of Institute | |  |  |  | |  |  |  | |  |  |  |  * **IT IS CERTIFIED THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.**   **NOTE:** One (01) attested copy of CNIC, copy of Disability Certificate and one (01) photograph must be attached including the pasted one.  Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
|  | | | | |

NO. 2(1)/2023-ADMN (DQ)

GOVERNMENT OF PAKISTAN

MINISTRY OF ENERGY

**(PETROLEUM DIVISION)**

\*\*\*\*\*\*\*

**SITUATION VACANT**

Applications are invited from the suitable candidates **(persons with disabilities only)** on local basis (Rawalpindi / Islamabad) for the following posts on Regular basis:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Posts** | **Number of**  **Posts** | **Domicile** | **Minimum**  **Educational**  **Qualification** | **Age Limit** | |
| **Min** | **Max** |
| Naib Qasid (BS-01) | 03 | **Local**  Islamabad/Rawalpindi | Primary pass | 18 Yrs. | 25 Yrs. |

1. Complete bio data on prescribed proforma should reach the undersigned within fifteen (15) days of the date of the publication of the advertisement.
2. Testimonials will be provided by the shortlisted candidates at the time of interview.
3. Persons already in Government service should apply through proper channel.
4. 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.

**Section Officer (Admin)**

Room No. 336, Block “A”, 3rd Floor, Pak Secretariat, Islamabad.

Ph: 051-9208233