

No. 2(4)-HR2023
Prime Minister's Office
BOARD OF INVESTMENT
6th Floor, Kohsar Block, Pak-Secretariat (TUV), Islamabad

SITUATION VACANT

Applications are invited from Male/Female citizen of Pakistan for recruitment in Board of Investment (BoI), Prime Minister's Office, Islamabad having requisite qualification and domicile, against the following positions:

S. No	Name of Post	No. of Posts	Qualification & Experience	Regional/ Provincial Quota	Maximum/Minimum Age Limit
01	Assistant (BPS-15)	02	(i). Graduate (ii). The selected candidates shall have to undertake 06-weeks basic IT Training Course (Including MS Office) conducted by NITB before completion of probation period.	Open Merit 01 Sindh (R) 01	18 to 28 years
02	Stenotypist (BPS-14)	07	(i). Intermediate (ii). A minimum speed of 80/40 w.p.m. in Shorthand/ Typing. (iii). Must be computer literate.	Open Merit 01 Punjab 03 Punjab (women) 01 Sindh (U) 01 Sindh (R) 01	18 to 25 years
03	Data Entry Operator (BPS-14)	01	(i). 2 nd Class or Grade "C" Bachelor's degree with Computer Science / Statistics / Mathematics / Physics from a University recognized by the Higher Education Commission. (ii) Minimum speed of 10,000 key depression per hours for data entry/verification.	Sindh (R) 01	18 to 25 years
04	Driver (BPS-04)	02	(i). Primary Pass (ii). Valid driving license holder and well versed in the traffic rules.	Open Merit 02	18 to 30 years
05	Despatch Rider (BS-04)	01	(i). Primary Pass (ii). Valid driving license holder and well versed in the traffic rules.	Open Merit 01	18 to 30 years
06	Naib Qasid (BPS-01)	07	(i). Primary pass	Islamabad/ Rawalpindi (local basis) 03 Islamabad/ Rawalpindi (Minorities & disable on local basis) 02 Karachi (local basis) 02	18 to 25 years
07	Chowkidar (BPS-01)	02	(i). Primary pass	Islamabad/ Rawalpindi (local basis) 01 Karachi (local basis) 01	18 to 25 years

- The Recruitment shall be made in accordance with Establishment Division's Recruitment Policy vide O.M.F.53/2008-SP, dated 22.10.2014, 16.01.2015, as amended from time to time.
- Those who fulfill requisite qualification/domicile mentioned against each post may apply on the prescribed application form for recruitment along with attested copy of CNIC and two coloured passport size photographs within 15 days of publication of this advertisement (i.e. on or before 20.08.2023) to the Director (Admn), Board of Investment, 6th Floor, Kohsar Block, Pak Secretariat, Islamabad. Application(s) other than prescribed application form will not be entertained.
- The Advertisement and application form are available at BoI's website www.invest.gov.pk/careers, PPRA's website www.ppra.org.pk and National Job Portal website www.njp.gov.pk.
- The relevant/required documents (in original) should be submitted/shown at the time of Test/Interview. Copies of the documents will not be entertained.
- The General age relaxation for a period of 5 years in upper age limit would be granted as per Establishment Division's O.M No. 9/2/91-R-5 dated 28-11-2000 and clarification dated 24-06-2010, which is in addition to the age limit mentioned against each post.
- Regional quota, disabled person and minority quota shall also be observed as per government's instructions issued from time to time.
- Female candidates are encouraged to apply/ compete on the positions of merit besides women reserved quota.
- Board of Investment reserves the right to increase/decrease any number of post(s) at anytime, or cancel the whole process of recruitment without assigning any reason.
- Those who are already in service must apply "Through Proper Channel" and bring NOC at the time of interview.
- Only shortlisted candidates fulfilling the eligibility criteria will be called for Test/Interview.
- No TADA will be admissible for Test/Interview.

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Director (Admn)