



PLANNING COMMISSION
PLANNING AND DEVELOPMENT DIVISION
(Pakistan Planning and Management Institute)

VACANCIES ANNOUNCEMENT

Applications are invited for suitable candidates having nationality of Pakistan for filling the following project posts purely on contract basis of Pakistan Planning and Management Institute (PPMI), P&D Division for the period upto **31-12-2011** (or extendable till the completion of project).

S. No.	Name of Post / BPS (Equivalent)	Salary Range	No. of Post(s)	Eligibility Criteria
1.	Stenographer (BPS-15)	15,000-25,000	01	Minimum Intermediate with 100,50 W.P.M. speed in shorthand and typing respectively. Must have computer skills and be able to handle MS Word, MS Excel and MS PowerPoint.
2.	UDC (BPS-09)	10,000-15,000	02	At least 2nd class Intermediate, having an experience of computer knowledge with typing speed of 30 WPM.
3.	Audio Visual Operator (BPS-07)	10,000-15,000	02	At least 2nd class Matriculation with one year relevant experience.
4.	Photocopy Machine Operator (BPS-04)	07,000-10,000	01	At least middle with one year relevant experience.
5.	Cook (BPS-02)	07,000-10,000	02	Primary, having an experience as a good chef.

GENERAL GUIDELINES

1. Application accompanied by 4 set of attested copies of academic testimonials, experience certificates, domicile certificate and National Identity Card along with a recent passport size photograph duly attested should reach within fifteen (15) days of appearance of this advertisement in newspaper.
2. Only shortlisted candidates will be called for test/interview. Selection will be made on merit.
3. No. TA/DA will be admissible to the shortlisted candidates for appearing in test/interview.
4. We are an equal opportunity employer. Females / persons with special abilities are encouraged to apply.
5. The credentials / documents of shortlisted candidates are subject to verification.
6. The completed application should be sent to:

(Sajid Ali)
Programme Officer
PPMI, NFDC Building, Street No. 1, H-8/1, Islamabad.