

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

F. No. 35/1/2019-SP

Islamabad, the 30th May, 2024

OFFICE MEMORANDUM

Subject: - NOC FOR RECRUITMENT OF MINISTERIAL STAFF

The undersigned is directed to refer to President's Secretariat (Public) U.O.No.1(172)/2022-Estt., dated 17.05.2024 & 27.05.2024 on the subject noted above and to state that obtaining a prior NOC from this Division is mandatory before making specified kind of recruitment. Moreover, requisite staff with matching qualification, experience and grade is not available in the surplus pool for absorption against the reported vacant posts. Therefore, President's Secretariat (Public) may fill 41x vacant posts i.e. 11x Stenotypist (BS-14), 01x Upper Division Clerk (UDC), (BS-13), 05x Lower Division Clerk (LDC), (BS-11), 01x vacant post of Calligrapher (BS-07), 01x Key Operator (BS-04), 07x Staff Car Driver (BS-04), 01x Dispatch Rider (BS-04), and 14x Naib Qasid (BS-01) in that Secretariat in accordance with the approved recruitment rules of the posts subject to completion of all codal formalities and in line with the directions of this Division's Recruitment Policy dated 22-10-2014 as amended from time to time and mechanism dated 16-01-2015 as amended from time to time.

2. This NOC is valid for a period of six (06) months from the date of its issuance. However, according to para 1-(xiii) of recruitment policy guidelines dated 22-10-2014, as amended from time to time recruitment is required to be finalized within 120 days from the date of advertisement.

3. The advertisement to be published for recruitment may be forwarded by the concerned Ministry/Division directly to Press Information Department, Information & Broadcasting Division. However, the appointing authority of the concerned Ministry/Division/Department/Organization shall ensure completion of all procedural and codal requirements in letter & spirit in line with the Recruitment Policy while making recruitment and will be held responsible for illegality if any.


(Haris Bin Tariq)
Section Officer (SP)

Rameez Azam,
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