

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

F.No. 12/1/2019-SP

Islamabad, the 23rd April, 2024


OFFICE MEMORANDUM

Subject: - RECRUITMENT AGAINST VACANT POSTS IN THE MINISTRY OF FOREIGN AFFAIRS, ISLAMABAD.

The undersigned is directed to refer to Ministry of Foreign Affairs' O.M. No. Dir(P-II)4/1/2024 dated 01.04.2024 and Establishment Division's O.M. of even number dated 22.04.2024 on the subject cited above and to state that obtaining a prior NOC from this Division is mandatory for making prescribed kind of recruitment. Moreover, surplus employees with matching qualification, experience and grade are not available in the surplus pool for posting against remaining vacant posts. Therefore, Ministry of Foreign Affairs may fill 85x vacant posts i.e. 14x Cypher Assistant (BPS-15), 07x Communication Assistant (BPS-15), 01x Network Administrator (BPS-15), 19x Stenotypist (BPS-14), 06x Lower Division Clerk (BPS-11), 01x Technician (BPS-09), 08x Driver (BPS-04) and 29x Naib Qasid (BPS-01) in that Ministry as mentioned in the O.M. under reference, in accordance with the approved recruitment rules 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)

Mr. Naeem Iqbal Cheema,
Director (Personnel-II),
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