

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

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No. 2/3/2019-SP

Islamabad, the December, 2020


OFFICE MEMORANDUM

Subject: - ISSUANCE OF NOC TO FILL IN VACANT POSTS IN PAKISTAN INSTITUTE OF TRADE AND DEVELOPMENT (PITAD), ISLAMABAD.

The undersigned is directed to refer to M/o Commerce's OM. No. 7(5)/2005-Admn-III/AOs-I dated 07<sup>th</sup> December, 2020 on the subject noted above and to state that obtaining a prior NOC from this Division is mandatory before making any specified of recruitment. Moreover, requisite staff with matching qualification, experience and grade is not available in the surplus pool for posting against reported vacant posts. Therefore, M/o Commerce, may fill 04 x vacant posts (01 x Stenotypist (BPS-14), 02 x Driver (BPS-04), 01 x Chowkidar (BPS-04) on regular basis in Pakistan Institute of Trade and Development (PITAD), Islamabad under that Ministry as mentioned in the OM under reference, 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 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.

  
(Aitzaz Alam Malik)  
Section Officer (SP)

M/o Commerce  
(Ms. Sidra Munaf, Section Officer (AOs.),  
Government of Pakistan,  
Islamabad.

9/12/2020