

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

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No.36/2/2019-SP

Islamabad, the 20<sup>th</sup> May, 2021


OFFICE MEMORANDUM

Subject: - RECRUITMENT AGAINST VACANT MINISTERIAL POSTS.

The undersigned is directed to refer to Prime Minister's Office (Public), Islamabad's U.O No.5(2)/2020-Admn dated 30<sup>th</sup> April, 2021 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, Prime Minister's Office (Public), Islamabad may fill 14 x vacant posts (05 x Stenotypist (BS-14), 01 x Medical Assistant (BS-11), 01 x Dispenser (BS-09), 07 x Naib Qasid (BS-01), in that Office as mentioned in the letter 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 on 21-09-2017 & 04-03-2019 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.

  
(Aitzaz Alam Malik)  
Section Officer (SP)

**Prime Minister's Office (Public),**  
(Mr. Haider Munawar Cheema, Section Officer (Admn),  
Government of Pakistan,  
Islamabad