

**No. 2(4)-HR/2020**  
**Prime Minister's Office**  
**Board of Investment**  
**6<sup>th</sup> Floor, Kohsar Block, Pak-Secretariat (TUV)**

# SITUATION VACANT

Applications are invited from Male/Female candidates for recruitment in the Prime Minister's Office, Board of Investment having requisite qualification, domicile and age limit against the following position:

S #	Name of Post	No. of Post	Maximum age limit	Qualification & Experience	Domicile		Place of posting
01	Assistant (BS-15)	08	25 Years	<b>Graduate</b>  (In case of selection, 06 weeks basic IT training course including MS Office conducted by NITB should be done within one year).	Punjab (Merit)	3	Board of Investment, Islamabad or any of its Regional / Provincial offices
					Punjab (Woman)	1	
					Sindh (R) (Merit)	1	
					NWFP (Women)	1	
					Balochistan (Merit)	1	
					AJ&K (Merit)	1	

- Those who fulfill prescribed qualification/experience mentioned above may apply on the prescribed application form for recruitment alongwith an attested copy of CNIC with two coloured passport size photographs within 15 days of publication of this advertisement to the Deputy Director (HR), Prime Minister's Office, Board of Investment, 6<sup>th</sup> Floor, Kohsar Block, Pak-Secretariat (TUV), Islamabad.
- The prescribed application form is available on Bol's website [invest.gov.pk](http://invest.gov.pk) and official website of Public Procurement Regulatory Authority.
- The related/required documents (in original) should be submitted/shown at the time of Test/Interview.
- Board of Investment reserves the right to cancel/ reduce/enhance the number of posts at anytime.
- Those who are already in service must apply through proper channel.
- Age relaxation will be granted as per Establishment Division's SRO 586(1)/99 dated 18.05.1999 and F.9/2/99-R-5 dated 28.11.2000.
- Incomplete / late receipt of application after due date will not be entertained.
- Female, Disabled and Minorities will be highly encouraged to apply.
- Only shortlisted candidates fulfilling the eligibility criteria will be called for Test/Interview.
- No TA/DA will be admissible for Test/Interview.

**(Muhammad Naeem)**  
**Deputy Director (HR)**  
**Ph: 051-9210064**

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