

NATIONAL ASSEMBLY SECRETARIAT
SITUATION VACANT

Applications on the prescribed format are invited for the following posts from the Pakistani nationals possessing the prescribed domicile, qualification, experience and other requirements as mentioned against each:-

1. **Deputy Director (BS-18): No. of Post = 3, Age limit: 35 years**

Quota: Punjab = 1 Sindh - R = 1 KPK = 1

Qualification:-

- i. 2nd Class Master's degree preferably in Journalism/Mass Communication:
- ii. 5 years experience in the relevant field.

2. **Protocol Officer (BS-17): No. of Post = 2, Age limit: 32 years**

Quota: Punjab = 1 Sindh = R = 1

Qualification:

- i. 2nd Class Master's degree preferably in International Relations/Journalism/Public Administration: and
- ii. Experience in Public Relations/Protocol will be preferred.

3. **Assistant Director (BS-17): No. of Posts = 3, Age limit: 32 years,**

Quota: Punjab = 1 Sindh = R = 1 KPK = 1

Qualification:

- i. 2nd Class Master's degree preferably in International Relations/Journalism/Public Administration: and
- ii. Experience in Public Relations/Protocol will be preferred.

4. **Translator (BS-17): No. of Posts = 3, Age limit: 30 years,**

Quota: Merit = 1 Sindh (R) = 1 AJK = 1

Qualification:

- i. 1st Class Master's degree in English
OR
- ii. 1st Class Master's degree in Urdu
and
- iii. 5 years experience of Translations work from Urdu to English and voice versa in Government Department/Private Organization

5. **Interpreter (BS-17): No. of Posts = 1, Age limit: 35 years,**

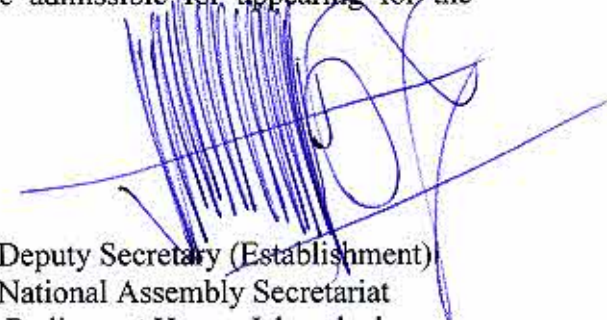
Quota: Merit = 1

Qualification:

- i. 2nd Class Master's degree (English) Preference will be given to those having Urdu as an elective subject in B.A.
OR
2nd Class Master's degree (Urdu) with English as an elective subject in B.A. or diploma in English
- ii. 3 years experience in research/teaching, Journalism or any other academic profession with good IQ.
- iii. Special aptitude for Interpretation:
- iv. Suitable voice for microphone: and
- v. Fluency of speech both in English and Urdu.

Only those candidates possessing certificates/degrees from the institutions recognized by the Government are eligible to apply. Relaxation in maximum age limit is admissible under the rules. The quota of 10%, 5% and 2% in all posts is reserved for women, Minorities and disabled persons respectively. Excellent interpersonal skills, highly proactive, highly qualified and self-disciplined applicants will be given preference. The competent authority reserves the right to increase/decrease or to cancel the process of recruitment of advertised posts partially or totally. Canvassing in any manner will disqualify the candidate. Only short-listed applicants will be called for test/interview. Government servants should apply through proper channel. Applications on prescribed format must reach this Secretariat latest by 15th March, 2013. Incomplete applications and those received after due date shall not be entertained. The persons, who had already applied for any of the above posts, should submit their applications afresh. The application form can be downloaded from the website www.na.gov.pk

Note: No need to send copies of documents at this stage. However, the original document shall be produced at the time of test/interview. No TA/DA will be admissible for appearing for the interview/tests.



Deputy Secretary (Establishment)
National Assembly Secretariat
Parliament House, Islamabad.

**NATIONAL ASSEMBLY SECRETARIAT
APPLICATION FORM**

Name of the Post _____

Name of the Applicant _____

Father's Name _____

Date of Birth _____

Age as on 15.3.2013 Years Months Days

C.N.I.C. No. _____

Postal Address _____

Permanent Address _____

Phone No. _____ Mobile No. _____

Proposed Station for Test:

Islamabad Lahore Karachi Peshawar Quetta

Domicile : Province (tick the relevant)

Punjab

Sindh-R

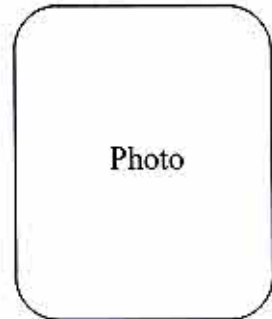
Khyber Pakhtunkhawa

Balochistan

Academic/Professional Qualification (may use additional sheet)

Degree/ Certificate	Division/Grade	Major Subjects	University/Board

Name of the Office	Rank/Post Held	From	To



Date _____

Signature of Applicant