

VACANCY ANNOUNCEMENT

The Ministry of Foreign Affairs is pleased to announce the following vacancies and further re-announce the post of Sr. Desk Officer, PPD for the In-Service Civil Servants:

Sl. No.	Designation	Position Level & Sub-Level	No. of Slot	Department	Qualification	Eligibility
1	Chief of Division	P1-A	1	ACD & Others Division, Department of SAARC & Regional Organizations	Bachelors Degree	In-service Civil Servants
2	Personal Assistant	S3-A	1	Secretariat	Class XII with 3 months ICT course	In-service Civil Servants
3	Adm. Asst.	S5-A	1	Secretariat	Class XII with 3 months ICT course	Entry Level

Interested In-Service Civil Servants who meet the eligibility criteria as per Chapter 13, Section 7 of the BCSR-2010 may apply to the Human Resource & Development Section, AFD latest by 20th February 2012 with following documents on the Civil Service Employment Form:

1. Academic transcripts
2. Curriculum Vitae
3. Valid Security Clearance Certificate
4. Valid Medical certificate

A candidate with relevant qualification and work experience will be given preference for the purpose of short listing. For further information, please contact HR Section at extension no. 146 during office hours.

HR Management & Development Section, AFD