

MOST IMMEDIATE

GOVERNMENT OF PAKISTAN
PAKISTAN METEOROLOGICAL DEPARTMENT
HEADQUARTERS OFFICE, SECTOR H-8/2
P. O. BOX NO. 1214, ISLAMABAD

No.E-2(46)/2019/ 3986-A

Islamabad, the 09th May, 2019

CIRCULAR

Subject: **PROMOTION TO THE POST OF LOWER DIVISION CLERK (BS-09).**

As per Establishment Division SRO 920(I)/2016, dated 22.09.2016 read with SRO 139(I)/2012, dated 31.01.2012 (copies enclosed), the eligibility criteria for promotion of lower grade employees (BS-01 to 06) to the post of LDC (BS-09) is as follows:-

Eligible Employee	BS-01 to BS-06
Qualification	Matric
Typing Speed	30 WPM
Mandatory course	3 weeks basic IT Training course (including MS Office) conducted by NITB

2. At present two (02) clear & one (01) resultant [**Total 03**] posts of Lower Division Clerk (BS-09) are available in promotion quota which can only be considered for promotion of lower grade regular employees (BS-01 to BS-06) may fulfill the required condition for promotion.

3. It is, therefore, requested that instant memorandum may be circulated amongst all suitable / eligible employees and they may be directed to apply for the mandatory IT course on the website of National Information Technology Board (NITB), M/o Information Technology, Islamabad i.e. <http://www.nitb.gov.pk>.

4. Accordingly, nomination of such officials may be sent to this office by 24-05-2019 alongwith their following documents:-

- i. Matriculation Certificates
- ii. Nomination form of NITB

5. In case, no official fulfils the above qualification a "**NIL**" report may also be furnished to this office, please.


(ABDUL BASIT)
Administrative Officer (E-II)

Distribution:-

1. Chief Met. Camp Office, Karachi
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