

**Ministry of Finance  
Vacancy Announcement**

MoF/HRD/Post. Advert/2015/1036						Date: 05/05/2015		
Sl. No.	Departments/ Division	Position Title	Position Level	No. of Post	Minimum Qualification	Other Training Requirement	Additional Comments	Remarks
1	Department of National Properties	Administrative Assistant III	S5-A	1	Cl. XII with 3months IT Course/Cl. X with 2yrs. Office Magt. Course	Office Magt. & Computer Application	Entry Level	Para Regular
		Asst. Artisan III (Goldsmith)	S5-A	4	Should be able to read & write	Relevant Skills	Entry Level	Para Regular

Interested candidates who meet the above criteria may submit the following documents latest by 16th May, 2015. Only shortlisted candidates will be notified through phone/website.

For recruitment, shortlisting will be base on Clause 4.5.& 4.6 of Chapter 4, BCSR 2012.

For any inquiry, please contact Human Resource Division, MoF at telephone No. **322268/334711/321568** during Office hours.

**Documents required: -**

1. Employment Application Form
2. Copy of Citizen Identity Card
3. Copy of Medical Certificate
4. Copy of Security Clearance Certificate
5. No Objection Certificate (if employed from the Employer)
6. Extra Curricular Certificate (if any)

**Offtg. Chief HR Officer  
Ministry of Finance**