

**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF PLANNING DEVELOPMENT & SPECIAL INITIATIVES**  
**P-BLOCK, PAK. SECRETARIAT, ISLAMABAD**

**SITUATIONS VACANT**

Applications are invited from Pakistani Nationals for filling up the following vacancies purely on temporary basis against the quota mentioned against each post.

S.#	Name of post	Age limit	No. of posts	Domicile		Educational Qualification/Experience
1	2	3	4	5		6
1.	Assistant (BS-15)	18-33 years	9	i) Merit = 01 ii) Punjab (General) = 04 iii) Sindh (U) (General) = 01 iv) Sindh (R) (General) = 01 v) Balochistan (Women) = 01 vi) Ex-FATA (General) = 01		a) Graduate
2.	Stenotypist (BS-14)	18-30 years	27	i) Merit = 01 ii) Punjab (General) = 12 iii) Punjab (Women) = 01 iv) Sindh (U) (General) = 04 v) Sindh (R) (General) = 03 vi) KPK (General) = 03 vii) Balochistan (General) = 02 viii) Ex-FATA (General) = 01		a) Intermediate b) Minimum speed of 80/40 w.p.m in shorthand/typing respectively. c) Must be computer literate.
3.	Upper Division Clerk (BS-11)	18-30 years	03	i) Punjab (General) = 01 ii) Punjab (Women) = 01 iii) Sindh (R) (General) = 01		a) Intermediate.
4.	Lower Division Clerk (BS-09)	18-30 years	04	i) Punjab (General) = 02 ii) Sindh (R) (General) = 01 iii) Sindh (R) (Women) = 01		a) Matriculate. b) Typing Speed 30 WPM.
5.	Staff Car Driver (BS-04)	18-35 years	02	On Local Basis	Merit = 02	a) Primary. b) Valid LTV Driving license holder and well versed in the traffic rules.
6.	Dispatch Rider (BS-04)	18-35 years	01	On Local Basis	Merit = 01	a) Primary. b) Valid Driving license holder and well versed in the traffic rules.
7.	Duplicating Machine Operator (BS-04)	18-30 years	01	On Local Basis	Merit = 01	a) Primary. b) Knowledge of operating duplicating machine essential.
8.	Naib Qasid (BS-01)	18-30 years	20	On Local Basis	Merit = 18 Women = 02	a) Primary.
9.	Farash (BS-01)	18-30 years	01	On Local Basis	Merit = 01	a) Primary.
10.	Chowkidar (BS-01)	18-30 years	01	On Local Basis	Merit = 01	b) Primary.

## HOW TO APPLY

1. Interested candidates may apply online on National Job Portal's Website; [www.njp.gov.pk](http://www.njp.gov.pk) within **15 (fifteen) days** of publication of this advertisement.
2. Incomplete application forms will not be entertained
3. To apply for more than one post, please fill a separate form.
4. Applicants can also apply using the link available on website of the Ministry i.e. [www.pc.gov.pk](http://www.pc.gov.pk).
5. Applications submitted by hand shall not be entertained.

## TERMS & CONDITIONS

1. All cases will be processed as per Establishment Division recruitment policy date 22-10-2014 as amended from time to time.
2. Regional Quota will be observed.
3. The candidates of Islamabad domicile will be considered under Punjab quota.
4. Eligible Government servants should apply through proper channel.
5. Only eligible short-listed candidates will be called for the test/interview.
6. On any stage, if any Candidate is found ineligible under law, Rules, or found to have submitted false information, his /her candidature will be cancelled regardless of the fact whether he / she appeared in the Written Examination/Test and qualified the same.
7. No TA/DA will be admissible for appearing in the test/interview.
8. General Upper Age Relaxation of 5 years in the maximum age limit in terms of relaxation of Upper Age Limit Rules, 1993 has already been included in the advertisement. However, maximum age limit as prescribed in recruitment rules shall be relaxed in respect of the candidates belonging to scheduled casts, Buddhist Community, recognized tribes of the tribal areas, Sindh Rural and Balochistan.
9. No request for change of test center shall be entertained.
10. Appearing in the test/interview will not confer any right of appointment to any candidate under this advertisement.
11. Candidates selected for appointment against the posts of Assistant, UDC & LDC shall have to pass mandatory NITB course during their probation period.

**NOOR ULAIN**  
**Section Officer (HRM-VI), Ph: 9207501**

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