

**F. No. 1(38)/2020-Admn**  
**Government of Pakistan**  
**Ministry of Water Resources**

\*\*\*\*\*

## SITUATION VACANT

Applications are invited for appointment in Ministry of Water Resources to fill the following temporary vacancies likely to continue: -

Name of Post & BPS	Qualification	Age Limit		No. of Post(s)	Quota	No. of Posts
		Min	Max			
<b>Stenotypist (BPS-14)</b>	<ul style="list-style-type: none"><li>• Intermediate</li><li>• Minimum speed of 80/40 w.p.m in shorthand/typing respectively</li><li>• Must be computer literate</li></ul>	18	25	13	Open Merit	02
					Open Merit-Disabled Quota	02
					Punjab (Including ICT)-Open Merit	04
					Punjab (Including ICT)-Women Quota	01
					Punjab (Including ICT)-Minority Quota	01
					Sindh (R)-Open Merit	01
					Sindh (R)-Women Quota	01
					KPK-Open Merit	01
<b>Lower Division Clerk (BS-09)</b>	<ul style="list-style-type: none"><li>• Matric with a minimum typing speed of 30 w.p.m.</li><li>• 03 (Three) weeks Basic IT Training Course (including MS Office) conducted by NITB is mandatory after selection before completion of probation period</li></ul>	18	25	01	Punjab (Including ICT)- Open Merit	01

### **How to apply:**

1. Apply online on National Job Portal website: [www.njp.gov.pk](http://www.njp.gov.pk) & fill up the application form properly.
2. Improperly filled-up or incomplete Application Forms will not be entertained.
3. Last date of Submission of application form is **03-04-2023**.
4. For further information, visit National Job Portal Website: [www.njp.gov.pk](http://www.njp.gov.pk)

### **Terms and Conditions:**

5. The recruitment shall be made in accordance with the Establishment Division Recruitment Policy dated 22.10.2014 and amendments made thereunder.
6. General Age Relaxation of five years is admissible under the rules. Age relaxation will be granted as per Establishment Division's O.M. No. 9/2/91-R-5 dated 28-11-2000 and clarification dated 24-06-2010.
7. Implementation of 2% quota reserved for disable candidates will be observed as per rules.
8. Candidates already in Government Service must apply through proper channel and would be required to produce NOC at the time of interview.
9. Copies of testimonials are not required to be attached. Original documents will be examined at the time of interview.
10. In case of any false or forged information, fake or bogus documents, the Ministry reserves the right to cancel candidature at any stage (even after employment, if so discovered later) and will initiate legal action against the applicant.
11. Only those candidates who fulfill the eligibility criteria will be called for test/interview.
12. No TA/DA will be paid for appearing in test/interview.
13. Ministry of Water Resources reserves the right to increase/decrease the vacancies or cancel the recruitment process in part or whole at any stage without assigning any reason(s).

PID(I)5748/22

**Deputy Secretary (Admn)**  
**Ph # 051-9244875**