

SITUATIONS VACANT

Applications are invited for filling up the following vacant posts in a Public Sector Organization:-

Sl. No.	Name of Post	Age	No. of Posts and Regional Quota	Qualification and Experience
a.	Assistant (BS-15)	18-28 Years	Punjab – 1 FATA-1	i. Bachelor's Degree Preferably with Mathematics as one of the subject from a recognize University. ii. 6 weeks basic IT Training Course (including MS Office) is mandatory after selection before completion of probation period.
b.	Upper Division Clerk (BS-11)	18-25 Years	KPK - 1	i. Intermediate ii. 3 weeks basic IT Training Course including MS Office) is mandatory after selection before completion of Probation period.
c.	Lower Division Clerk (BS-09)	18-25 Years	Punjab (Women) -1 KPK-1	i. Matric ii. Minimum typing speed of 30 w.p.m. iii: 3 weeks basic IT Training Course including MS Office) is mandatory after selection & before completion of Probation period.
d.	Naib Qasid (BS-01)	18-25 Years	Local - 2	Primary Pass with ability to read and write simple English.

1. Eligible candidates can apply online through National Job Portal website www.njp.gov.pk.
2. The Recruitment Rules of the advertised posts will be observed as per direction of Establishment Division's recruitment policy.
3. Government servants should submit their applications through proper channel.
4. Age limit will be considered up to closing date of submission of applications.
5. Five years general age relaxation will be admissible. In addition any other age relaxation would be admissible as per Government Rules.
6. Last day to apply online is **20.05.2022**.
7. The Competent Authority reserves the right to reject any application without assigning any reason.
8. No TA/DA will be granted for test / interview.
9. For any information contact Admin Officer, Block 'L' Pakistan Secretariat, Islamabad, Ph# 051-9246167.