

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION**

JOB OPPORTUNITIES FOR BALOCHISTAN DOMICILE HOLDERS

Applications are invited from talented, qualified and motivated candidates possessing a valid domicile of Balochistan province for appointment against the following post.

SN	Designation & BPS	Qualification	Age limit		No. of Post
			Minimum	Maximum	
1	Stenotypist (BS-14)	i. Intermediate ii. Minimum speed of 80 / 40 words per minute in Shorthand and Typing respectively. iii. Must be computer literate.	18 years	25 years	02

Terms and conditions:

1. Applications must be submitted through National Job Portal (<http://njp.gov.pk>) using the dedicated tab created for this recruitment exercise on or before 10.11.2026.
2. Incomplete applications or applications received after the closing date will not entertained.
3. Applicants already in government service or in the service of autonomous bodies, corporations, etc. must apply through proper channel after obtaining NOCs from their respective departments/organizations.
4. Only shortlisted candidates will be called for test / interview and no TA/DA shall be admissible for test / interview.
5. In addition to existing five years general relaxation in upper age limit under prevailing Government rules/ policy, all candidates will also be allowed an upper age relaxation of five years instead of existing three years only for this special exercise.
6. For posts up to BS-16 requiring trainable skills, such as typing, shorthand or basic computer proficiency, a one-time relaxation of the requirement to possess the prescribed skill at the time of initial appointment will be allowed in cases where none of the candidates have any certifications at the time of the selection. Their proficiency shall be assessed before confirmation, and failure to acquire it shall be dealt with under the applicable probation and service rules.
7. The competent authority reserves the right to increase or decrease the number of vacancies, cancel or withdraw the recruitment process, or reject any application in accordance with the rules.
8. Deputy Director (IT), Cabinet Division can be contacted on 051-9103469 for any technical assistance for applying on National Job Portal.



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