



SITUATION VACANT

Applications are invited for the following temporary posts in the Economic Affairs Division, Islamabad:

S.#	Name of Post	No. Of Posts	Regional Allocation	Qualification	Age Limit
1.	Assistant (BPS-15)	02	Punjab (Disable) 01	i. Graduation ii. Preferably computer Literate. Six (06) weeks Basic IT Training Course (including MS office conducted by NITB) is mandatory to be completed after selection before completion of probation period.	18-28 Years
			Balochistan (Merit) 01		
2.	Stenotypist (BPS-14)	05	Punjab (Disable) 01	i. Intermediate ii. A minimum speed of 80/40 w.p.m. in shorthand/typing respectively. iii. Must be computer literate.	18-25 Years
			Sindh (R) (Disable) 01		
			Balochistan (Merit) 02		
			Punjab (Minorities) 01		
3.	UDC (BPS-13)	02	Punjab (Minorities) 01	i. Intermediate ii. The selected candidate shall have to undertake 03-week Basic IT Training Course (including MS office conducted by NITB) is mandatory to be completed after selection before completion of probation period	18-25 Years
			Balochistan (Merit) 01		
4.	L.D.C (BPS-11)	02	Punjab (Disable) 01	i. Matric ii. Minimum Typing Speed of 30 w.p.m. iii. The selected candidate shall have to undertake 03-week Basic IT Training Course (including MS office conducted by NITB) is mandatory to be completed after selection before completion of probation period.	18-25 Years
			Balochistan (Merit) 01		
5.	Naib Qasid (BPS-01)	02	ICT (Disable) : 01	i. Primary Pass.	18-25 Years
			Balochistan (Merit) 01		

GENERAL TERMS AND CONDITIONS:

- Recruitment process will be carried out as per Government policy issued vide Establishment Division's O.M dated 22-10-2014, as amended from time to time.
- Applicants already in government service may apply through proper channel and would be required to produce NOC alongwith their application form.
- The candidates against the post of disable quota must submit/ provide a certificate for their disabilities issued by the National Council for the Rehabilitation of Disabled Persons (NCRDP), Islamabad along with other required documents.
- Only short-listed candidates will be called for interview. Applicants shortlisted for interview shall present his/ her original documents along with set of attested copies of degrees/ certificates issued by HEC/ recognized board/ universities/ institute.
- Information provided in the application form will be verified and in case of any false or forged information and fake or bogus documents, Ministry of Economic Affairs reserves the right to cancel candidature at any stage (even after employment, if so discovered later) and to initiate a legal action against the applicant.
- The Ministry of Economic Affairs reserves the right to cancel the recruitment process in part or whole, increase/ decrease the number of posts as per requirement against any post at any stage without assigning any reason.
- No TA/DA will be admissible for the purpose of test/ interview.
- EAD will not be responsible for late receipt of application sent through post or by any other courier service.
- Five (5) year general age relaxation will be admissible as per General Age Relaxation Rules, 1993 as amended from time to time. In addition, any other age relaxation would be admissible as per Federal Government Rules

HOW TO APPLY:

- Interested male and female applicants meeting the requisite qualification and criteria are required to apply online the website www.njp.gov.pk.
- Application sent through email or by hand will not be entertained.
- Govt employees should apply online and provide NOC from their respective department to this Ministry before closing date of applications.
- Last date of submission of application form is 15 days from the date of publication of this advertisement.

Abdul Wakeel

Section Officer (Admin-II)

Economic Affairs Division

Room No. 335, Block-C, Pak Secretariat, Islamabad. Phone: 051-9223979

PID(i)No.793/24