

**GOVERNMENT OF PAKISTAN
MINISTRY OF INTER PROVINCIAL COORDINATION
KOH SAR-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	03	i) Punjab (General) = 02 ii) Khyber Pakhtunkhwa (General) = 01	a) Graduate b) Computer literate
2.	Stenotypist (BS-14)	18-30 years	16	i) Merit = 01 ii) Punjab (General) = 07 iii) Punjab (Minority) = 01 iv) Sindh (U) (General) = 01 v) Sindh (R) (General) = 02 vi) K. Pakhtunkhwa (General) = 02 vii) Balochistan (General) = 01 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.	Duplicating Machine Operator (BS-04)	18-30 years	01	Punjab = 01	a) Primary b) Knowledge of operating Duplicating Machine essential.
4.	Naib Qasid (BS-01)	18-30 years	08	Ordinarily be filled on local basis.	Primary

How to apply

- i. Please apply online on National Job Portal's website: www.njp.gov.pk, & fill up the Application form properly.
- ii. Incomplete Application form will not be entertained.
- iii. To apply for more than one position, please fill a separate form.
- iv. For further information, please visit National Job Portal website: www.njp.gov.pk, or call.
- v. Applicants can also apply by using the link on website of this ministry i.e. www.ipc.gov.pk.
- vi. Applications submitted by hand shall not be entertained.
- vii. Last date for submission of application form is **05.07.2022**

Terms & Conditions

1. All cases will be processed as per Establishment Division recruitment policy dated 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. No need to send photocopies of testimonial/ education documents and application form. However, original documents will be checked at the time of interview.
6. Only eligible short listed candidates will be called for the test/interview.
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 this advertisement. However, maximum age limit as prescribed in the recruitment rules shall be relaxed in respect of the candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Sindh(R) 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. Selected candidates for the post of Assistant shall have to pass six weeks Basic IT training course before completion of probation period.

SHAHID AHMED
Section Officer (Admn-II)
051-9103517