

**GOVERNMENT OF PAKISTAN
MINISTRY OF INTERIOR**

SITUATION VACANT

Applications are invited to fill following Temporary posts in Ministry of Interior, Islamabad

Sl#	Name of post	No of Posts	Allocation Regional / Provincial Quota			Age Limit	Qualification
			Merit	Merit	01		
1.	Assistant (BPS-15)	08	Merit	Merit	01	18-25 years	I. Graduate II. In case of selection, 4 Weeks Basic Training Course is mandatory (including MS Office from NIT) before completion of probation period).
			Punjab	Merit	03		
			Minority		01		
			Sindh (R)	Merit	01		
			Sindh (U)	Merit	01		
		KPK	Merit	01			
2.	Stenotypist (BS-14)	30	Merit	Merit	02	18-25 years	Intermediate with 80/40 w.p.m speed in English shorthand/typing respectively. Must be computer literate
			Merit (disabled)	Merit	01		
			Punjab	Merit	13		
			Women		01		
			Minority		01		
			Sindh (R)	Merit	03		
			Sindh (U)	Merit	01		
			Women		01		
			KPK	Merit	02		
			Women		01		
		Balochistan	Merit	01			
		Women		01			
		FATA	Merit	01			
		AJK	Merit	01			
3.	Stenotypist (URDU) (BPS-14)	02	Punjab	Merit	01	18-25 years	Intermediate with 80/40 w.p.m speed in Urdu shorthand/typing respectively. Must be computer literate
			Sindh (R)	Merit	01		
4.	UDC (BPS-11)	12	Merit	Merit	01	18-25 Years	I. Intermediate II. In case of selection, 3 Weeks Basic Training Course is Mandatory (including MS Office form NIT) before completion of probation period)
			Punjab	Merit	04		
			Women		01		
			Minority		01		
			Sindh (v)	Merit	01		
			Women		01		
		KPK	Merit	01			
		Women		01			
		Balochistan	Merit	01			
5.	UDC (BPS-09)	02	Punjab	Merit	01	18-25 Years	I. Matric II. Minimum Typing Speed of 30 w.p.m. III. Computer Literate IV. In case of selection, 03 weeks basic I.T. Course including MS Office.
			GA	Merit	01		
6.	DR (BS-04)	02	Local Basis	Merit		18-25 Years	I. Primary pass II. Valid Driving license holder and well versed in the traffic rules.
7.	DMO (BS-04)	01	Local Basis	Merit		18-25 Years	I. Primary pass II. Knowledge for operating duplicating Machine essentials.
8.	Naib Gosid (BS-01)	25	Local Basis	Merit		18-25 Years	Primary Pass
9.	Naib Gosid (BS-01) Disabled	02					
10.	Chowkidar	01					
11.	Sweeper/ Sanitary Worker	02					

Instructions:-

- The recruitment shall be made in accordance with the recruitment policy conveyed by the Establishment Division vide O.M 53/1/2008-sp dated 22.10.2014 and 06.05.2020 as amended from time to time and for appointment in BPS 01 to BS-05 vide Notification dated 11.03.2020.
- Age relaxation will be admissible as per Establishment Division's OM No. F.9/2/91-R-3, dated 28.11.2000 and further age relaxation will also be admissible as per Establishment Division's O.M No. 9/2/91-R-5 dated 24.06.2010.
- Applications as per format given below along with the copy of CNIC, 02 Photographs and copy of domicile may reach to Section Officer (Admn-II) Ministry of Interior, R Block Pak Secretariat, Islamabad within 15 days from the date of advertisement. Incomplete applications and applications received after due date shall not be entertained. Please indicate the position applied for on left corner of the envelop.
- Applicants already in government service should apply through proper channel.
- Applicant shall present their original documents along with set of attested copies of domicile/degree/certificates issued by HEC/recognized Board/Universities/ institutes at the time of interview. In case any information furnished by the applicant is found fake and bogus, candidature of particular candidates shall stand cancelled and legal action shall be taken against the particular candidates during any stage of recruitment.
- Ministry of Interior reserves right to increase/ decrease the number of posts as per recruitment against any post without assigning any reason.
- No TA/DA will be admissible for written test/interview / physical and skill test.
- Only shortlisted candidates will be allowed for interview.



(Muhammad Rizwan Munir)
Section Officer (Admn-II)
0519207076

APPLICATION FORM

1. Name of Post: _____
2. Name of applicant: _____
3. Father's Name: _____
4. Date of Birth: _____
5. Age on closing date: _____ [YY-MM-DD]
6. Domicile: _____
7. CNIC No. _____
8. Educational Qualification: _____
9. Experience (if any): _____
10. Postal Address: _____
11. Permanent Address: _____
12. Phone Number: _____
13. Mobile Number: _____
14. Email Address: _____
15. Tick anyone of the centers:

Test centre	Islamabad	Karachi	Lahore	Quetta	Peshawar
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Signature of Applicant _____

