

Case No. F.4-104/2021-R (5/2021)				
Name of Post	Qualification		Age Limits	Place of Posting
Assistant Private Secretary (BS-16)	<p>(i) Second Class or Grade 'C' Bachelor's degree from a University recognized by HEC.</p> <p>(ii) Minimum shorthand speed: 100 w.p.m. and typing speed: 50 w.p.m.</p> <p>(iii) Must be computer literate.</p>		20-28 years plus five (5) years general relaxation in upper age limit.	Anywhere in Pakistan
Detail of Vacancies				
S.No	Ministry/ Department	No. of Vacancies	Status	Quota/ Allocation
i	Ministry of Housing & Works	02	Temporary	Merit= One & Punjab (Open Merit) =One.
ii	Ministry of Information Technology & Telecommunication	02	Permanent	Merit= One & Punjab (Open Merit) =One.
iii	National Security Division	03	Permanent	Punjab (Open Merit) =Two & Sindh (Rural) (Open Merit) = One.
iv	Naval Headquarters, Ministry of Defence.	08	Permanent	Punjab= Three (Open Merit= Two & Women quota=One), Sindh (Rural) =Three (Open Merit= Two & Women quota=One), Ex-FATA (Open Merit) = One & AJK (Open Merit) = One.
v	Directorate of Federal Government Educational Institutions (Cantts. / Garrisons), Ministry of Defence.	01	Permanent	Sindh (Rural) (Open Merit).
vi	Directorate of Hajj, Ministry of Religious Affairs & Interfaith Harmony.	02	Permanent	Merit= One & Balochistan (Open Merit) =One.
vii	Federal Government Organization	02	Temporary	Punjab (Open Merit) =One & Sindh (Rural) (Open Merit) = One.
viii	Prime Minister's Office (Public)	04	Permanent	Merit= Two, Sindh (Rural) (Open Merit)= One and Sindh (Urban) (Open Merit)= One
ix	Military Land & Cantonment Department, Ministry of Defence.	05	Permanent	Merit= One, Punjab (Open Merit)=Two, Sindh (Rural) (Open Merit)= One, and Khyber Pakhtunkhwa (Open Merit) =One
Total		29		
<p>Note: (i) Only one online application be furnished for all the above mentioned vacancies and fee also be deposited once.</p> <p>(ii) The candidates will be required to cast preference at the time of interview to the department they would like to join on Selection.</p> <p>(iii) Candidate shall have to appear in typing test, computer literacy test and shorthand test. The Computer literacy means proficiency in M.S Office (M.S Word, Power Point & Excel)</p>				