

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