Case No. F.4- 7/2020-R (5 /2020)				
Name of Post	**Qualification**		**Age Limits**	**Gender**
Assistant Private Secretary (BS-16)	(i) Second Class or Grade 'C' Bachelor's degree from a University recognized by HEC. (ii) Minimum shorthand speed: 100 w.p.m. and typing speed: 50 w.p.m. (iii) Must be computer literate.		20-28 years plus five (5) years general relaxation in upper age limit.	Both male and female candidates are eligible.

Detail of Vacancies

S.No	Ministry/ Department	No. of Vacancies	Status	Quota/ Allocation
(i)	Finance Division	14	Temporary	**Merit**= Two, **Punjab**= Eight (Open Merit= Seven and Minorities/ Non-Muslim quota= One), **Khyber Pakhtunkhwa (Women quota)**= One, **Balochistan**= One and **EXFATA**= Two.
(ii)	Pakistan Customs Department, Revenue Division, Federal Board of Revenue	15	Permanent	**Merit**= One, **Punjab**=Eight (Open Merit= Seven and Women quota=One) **Sindh(Rural)** =Two, **Sindh (Urban)**= One, **Khyber Pakhtunkhwa**= Two and **Balochistan**= One
(iii)	Military Finance Wing, Finance Division	1	Permanent	**Punjab**= One
(iv)	Management Services Wing, Establishment Division	5	Permanent	**Punjab**= Three (Open Merit= Two and Women quota= One), **Khyber Pakhtunkhwa**= One and **Balochistan**= One
(v)	Federal Medical & Dental College, Ministry of National Health Services, Regulations and Coordination	2	Permanent	**Punjab**= One and **Sindh (Rural)**= One
(vi)	Airports Security Force, Cabinet Secretariat (Aviation Division)	1	Permanent	**Punjab**
(vii)	Economic Affairs Division, Ministry of Economic Affairs	6	Permanent	**Merit**= One, **Punjab**=Three (Open Merit= Two and Women quota=One), **Sindh(Rural)** =One and **Sindh (Urban)**= One.
(viii)	Naval Headquarters, Ministry of Defence	3	Permanent	**Merit**= One and **Punjab**= Two
(ix)	Pakistan Military Accounts Department, Ministry of Defence	4	Temporary	**Punjab** (Women quota)= One, **Sindh(Urban)** =One, **Khyber Pakhtunkhwa**= One and **Balochistan** = One.

(x)	Corps of E&ME Department, Ministry of Defence	2	Permanent	**Punjab**= One and **Sindh (Rural)**= One
(xi)	Ministry of Science & Technology	1	Permanent	**Punjab (Women quota)**
(xii)	Ministry of Privatization	2	Permanent	**Punjab**= One and **Sindh (Rural)**= One
(xiii)	Intelligence Bureau	3	Temporary	**Balochistan**= Two and **Gilgit Baltistan**=One
(xiv)	NIRC, Ministry of Overseas Pakistanis & Human Resource Development	1	Permanent	**Sindh (Urban)**
(xv)	Policy Wing (Petroleum Division), Ministry of Energy.	1	Temporary	**Khyber Pakhtunkhwa**
(xvi)	Federal Service Tribunal, Ministry of Law & Justice	3	Permanent	**Merit**= One and **Khyber Pakhtunkhwa**= Two
(xvii)	Anti Narcotics Force, Ministry of Narcotics Control	4	Permanent	**Punjab**= Two, **Sindh (Urban)**= One and **Balochistan**= One
(xviii)	Special Courts/ Tribunals, Ministry of Law & Justice	2	Permanent	**Sindh (Rural)**
(xix)	Ministry of Law & Justice	2	Permanent	**Merit**= One and **Punjab**= One
Total: 72				

Note: **(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)