

Case No. F.4-109/2019-R (7/2019)

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	Economic Affairs Division, Ministry of Finance, Revenue & Economic Affairs	6	Permanent	Punjab =Three (Open merit=Two and Women quota=One), Sindh(Rural) =One, Sindh(Urban) = One and GBFATA =One	
ii	Ministry of Industries & Production	4	Temporary	Punjab =Three (Open merit=Two and Women quota=One), and AJK =One	
iii	Finance Division	2	Temporary	Punjab (Women quota).	
iv	Director General’s Office, Pak. PWD, Ministry of Housing and Works.	5	Permanent	Sindh(Rural) =Two, Sindh(Urban) =One, GBFATA =One and AJK =One	
v	Ministry of Water Resources	4	Temporary	Punjab =Two, Sindh (Rural) =One and Khyber Pakhtunkhwa =One.	
vi	Board of Investment, Prime Minister’s Office	2	Permanent	Punjab (Women quota) =One and GBFATA =One.	
vii	Textile Commissioner’s Organization, Karachi Ministry of Textile Industry	1	Temporary	Punjab .	
viii	Naval Headquarters, Ministry of Defence.	2	Permanent	Punjab .	
ix	Pakistan Navy, Ministry of Defence	3	Permanent	Merit =One, Khyber Pakhtunkhwa = One and Balochistan =One.	
x	Ministry of Foreign Affairs	9	Temporary	Merit =One, Punjab =Five (Open merit=Four and Minorities/ Non-Muslims quota=One), Sindh (Rural) (Women quota) =One, Sindh (Urban) =One and Khyber Pakhtunkhwa = One.	
xi	Directorate of Central Health Establishments, Ministry of National Health Services, Regulations and Coordination	1	Permanent	Punjab .	
xii	Directorate General, Pakistan Post Office, Ministry of Communications.	1	Permanent	Merit .	
xiii	Ministry of Science & Technology	5	Permanent	Punjab =One, Sindh (Rural) = One, Khyber Pakhtunkhwa =One, Balochistan =One and GBFATA =One.	
xiv	National Industrial Relations Commission (NIRC), Ministry of Overseas Pakistanis & Human Resource Development	1	Permanent	Punjab .	
xv	Intelligence Bureau	10	Temporary	Merit =One, Punjab =Five (Open merit=Four and Women quota=One), Sindh (Urban) =One, Khyber Pakhtunkhwa = One, Balochistan (Women quota) =One and GBFATA =One.	
xvi	Petroleum Division, Ministry of Energy	1	Temporary	Punjab .	
xvii	Ministry of Law and Justice	6	Permanent	Merit =One, Punjab =Five	
xviii	Policy Wing, Petroleum Division, Ministry of Energy.	2	Temporary	Punjab =One and Balochistan = One.	
xix	Cabinet Secretariat (Aviation Division)	2	Permanent	Punjab =One and Sindh(Rural) =One,	
Total		67			
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)					