

Case No. F.4-1/2020-R (1/2020)					
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	Federal Public Service Commission	9	Temporary	Sindh(Rural) =Two (Open merit= One and Women quota= One), Sindh(Urban) =One, Khyber Pakhtunkhwa =Two, Balochistan =One, GBFATA = Two and AJK = One.	
ii	Management Services Wing, Establishment Division	1	Permanent	Sindh(Rural)	
iii	NH&MP, M/ o Communications	2	Temporary	Punjab (Women quota)= One, Khyber Pakhtunkhwa =One	
iv	M/o National Health Services Regulations & Coordination	2	Permanent	Punjab (Women quota)= One and Sindh(Urban) =One,	
v	Military Finance Wing, Finance Division	1	Permanent	Balochistan	
vi	M/o Postal Services	2	Permanent	Punjab = One and Sindh(Rural) =One,	
vii	M/o Foreign Affairs	4	Temporary	Punjab (Women quota)= One, Sindh(Urban) =One, Balochistan = One & GBFATA = One	
viii	M/o Climate Change	1	Permanent	Punjab	
ix	PWD, M/o Housing and Works	1	Permanent	Khyber Pakhtunkhwa	
x	FBR, Revenue Division	22	Permanent	Merit = One, Punjab = Seven (Open merit= Five, Women quota= One and Minorities/ Non- Muslims quota= One), Sindh(Rural) =Three (Open merit= Two and Women quota = One), Sindh(Urban) =Two, Khyber Pakhtunkhwa =Four (Open merit= Three and Women quota= One), Balochistan =Three, GBFATA = One and AJK = One.	
xi	Poverty Alleviation & Social Safety Division, Cabinet Secretariat	3	Temporary	Punjab = One , Khyber Pakhtunkhwa = One and Balochistan =One	
xii	STI, Establishment Division	1	Permanent	Punjab	
xiii	DR&S, FBR	1	Temporary	Punjab	
xiv	Ministry of Narcotics Control	1	Permanent	Merit	
xv	Ministry of Maritime Affairs	1	Permanent	Merit	
xvi	Intelligence Bureau	6	Permanent	Punjab = Two (Women quota= One and Minorities/ Non-Muslims quota=One), Sindh(Rural) (Minorities/Non-Muslims quota)=One, Khyber Pakhtunkhwa = One and Balochistan = Two.	
xvii	M/o Overseas Pakistanis and Human Resource Development	5	Permanent	Punjab = Three (Open merit= Two and Women quota= One), Sindh(Rural) =One and Khyber Pakhtunkhwa = One.	
xviii	Petroleum Division, M/o Energy	1	Temporary	Punjab	
xix	Special Courts/ Tribunals, M/o Law and Justice	52	Permanent	Merit = One, Punjab = Twenty Nine (Open merit= Twenty Five, Women quota= Three and Minorities/ Non-Muslims quota= One), Sindh(Rural) =Four (Open merit = Three and Women quota= One), Sindh(Urban) =Four, Khyber Pakhtunkhwa =Seven (Open merit= Six and Women quota= One), Balochistan =Four (Open merit=	

				Three and Women quota= One) , GBFATA = Two and AJK = One.
xx	Bureau of Emigration & Overseas Employment, M/o Overseas Pakistanis and Human Resource Development	3	Temporary	Sindh (Rural) = One, Sindh(Urban) = One and Balochistan = One.
xxi	M/o Law & Justice	25	Permanent	Punjab = Eight (Open merit= Two, Women quota= Four and Minorities/ Non-Muslims quota= Two), Sindh(Rural) (Minorities/ Non-Muslims quota)=One, Sindh(Urban) =Seven (Open Merit= Six and Women quota= One), Khyber Pakhtunkhwa (Women quota) =One, Balochistan =Three (Open merit= Two and Women quota= One), GBFATA = Three (Open merit = Two and Women quota= One) and AJK = Two.
xxii	Prosecution Department, ICT, M/o Interior	1	Permanent	Punjab
xxiii	Naval Headquarters, M/o Defence	14	Permanent	Merit = One, Punjab =Eight, Sindh (Rural) = Two, Khyber Pakhtunkhwa = Three.
xxiv	Railway Board, M/o Railways	7	Temporary	Merit = Two, Punjab =Two (Open merit= One and Women quota= One), Sindh (Urban) = One, Khyber Pakhtunkhwa = One and Balochistan = One.
xxv	Office of the Chief Engineering Adviser/ Chairman Federal Flood Commission, Power Division, M/o Energy	1	Temporary	Sindh(Rural)
Total 167				
<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>				