

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 <b>plus five (5) years general relaxation in upper age limit.</b>	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	<b>Sindh(Rural)=Two</b> (Open merit= One and Women quota= One), <b>Sindh(Urban)=One</b> , <b>Khyber Pakhtunkhwa =Two</b> , <b>Balochistan =One</b> , <b>GBFATA=Two</b> and <b>AJK = One</b> .	
ii	Management Services Wing, Establishment Division	1	Permanent	<b>Sindh(Rural)</b>	
iii	NH&MP, M/ o Communications	2	Temporary	<b>Punjab</b> (Women quota)= One, <b>Khyber Pakhtunkhwa =One</b>	
iv	M/o National Health Services Regulations & Coordination	2	Permanent	<b>Punjab</b> (Women quota)= One and <b>Sindh(Urban)=One</b> ,	
v	Military Finance Wing, Finance Division	1	Permanent	<b>Balochistan</b>	
vi	M/o Postal Services	2	Permanent	<b>Punjab</b> = One and <b>Sindh(Rural)=One</b> ,	
vii	M/o Foreign Affairs	4	Temporary	<b>Punjab</b> (Women quota)= One, <b>Sindh(Urban)=One</b> , <b>Balochistan= One</b> & <b>GBFATA = One</b>	
viii	M/o Climate Change	1	Permanent	<b>Punjab</b>	
ix	PWD, M/o Housing and Works	1	Permanent	<b>Khyber Pakhtunkhwa</b>	
x	FBR, Revenue Division	22	Permanent	<b>Merit</b> = One, <b>Punjab</b> = Seven (Open merit= Five, Women quota= One and Minorities/ Non- Muslims quota= One), <b>Sindh(Rural)=Three</b> (Open merit= Two and Women quota = One), <b>Sindh(Urban)=Two</b> , <b>Khyber Pakhtunkhwa =Four</b> (Open merit= Three and Women quota= One), <b>Balochistan =Three</b> , <b>GBFATA= One</b> and <b>AJK = One</b> .	
xi	Poverty Alleviation & Social Safety Division, Cabinet Secretariat	3	Temporary	<b>Punjab</b> = One , <b>Khyber Pakhtunkhwa</b> = One and <b>Balochistan =One</b>	
xii	STI, Establishment Division	1	Permanent	<b>Punjab</b>	
xiii	DR&S, FBR	1	Temporary	<b>Punjab</b>	
xiv	Ministry of Narcotics Control	1	Permanent	<b>Merit</b>	
xv	Ministry of Maritime Affairs	1	Permanent	<b>Merit</b>	
xvi	Intelligence Bureau	6	Permanent	<b>Punjab</b> = Two (Women quota= One and Minorities/ Non-Muslims quota=One), <b>Sindh(Rural)</b> (Minorities/Non-Muslims quota)=One, <b>Khyber Pakhtunkhwa</b> = One and <b>Balochistan= Two</b> .	
xvii	M/o Overseas Pakistanis and Human Resource Development	5	Permanent	<b>Punjab</b> = Three (Open merit= Two and Women quota= One), <b>Sindh(Rural)</b> =One and <b>Khyber Pakhtunkhwa</b> = One.	
xviii	Petroleum Division, M/o Energy	1	Temporary	<b>Punjab</b>	
xix	Special Courts/ Tribunals, M/o Law and Justice	52	Permanent	<b>Merit</b> = One, <b>Punjab</b> = Twenty Nine (Open merit= Twenty Five, Women quota= Three and Minorities/ Non-Muslims quota= One), <b>Sindh(Rural)=Four</b> (Open merit = Three and Women quota= One), <b>Sindh(Urban)=Four</b> , <b>Khyber Pakhtunkhwa</b> =Seven (Open merit= Six and Women quota= One), <b>Balochistan</b> =Four (Open merit=	

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