

Case No. F.4-1/2023-R (1/2023)					
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. (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>	Anywhere in Pakistan
Detail of Vacancies					
S.No	Ministry/ Department	No. of Vacancies	Status	Quota/ Allocation	
i	Ministry of Energy (Petroleum Division)	01	Temporary	Punjab (Open Merit)	
ii	Geological Survey of Pakistan (Petroleum Division), Ministry of Energy	06	Temporary	Punjab (Open Merit)=Three, Sindh (Rural) (Open Merit)=One, Sindh (Urban) (Open Merit)=One & Ex-FATA (Open Merit)=One	
iii	Policy Wing (Petroleum Division), Ministry of Energy	02	Temporary	Punjab (Open Merit)	
iv	AHK, NCRD, Establishment Division	01	Temporary	Sindh (Rural) (Open Merit)	
v	Special Operations School (Special Service Group), Ministry of Defence	01	Permanent	Punjab (Open Merit)	
vi	Naval Headquarters, Ministry of Defence	04	Permanent	Merit= Two & Punjab (Open Merit)=Two	
vii	Federal Government Organization	06	Temporary	Punjab (Open Merit)=Four, Sindh (Urban) (Open Merit)=One & Khyber Pakhtunkhwa (Open Merit)=One	
viii	Ministry of Law and Justice	05	Permanent	Punjab (Open Merit)	
ix	Special Courts/ Tribunals, M/o Law and Justice	02	Permanent	Punjab (Open Merit)	
x	Prosecution Department, ICT, Ministry of Interior	01	Permanent	Punjab (Open Merit)	
xi	National Industrial Relations Commission (NIRC), M/o Overseas Pakistanis & Human Resource Development.	01	Permanent	Punjab (Open Merit)	
xii	Ministry of Overseas Pakistanis & Human Resource Development	01	Permanent	Punjab (Open Merit)	
xiii	Ministry of Maritime Affairs	01	Permanent	Merit	
xiv	Ministry of Narcotics Control	01	Permanent	Merit	
xv	Revenue Division, Federal Board of Revenue	03	Permanent	Punjab (Open Merit)=Two & Khyber Pakhtunkhwa (Open Merit)=One	
xvi	Ministry of Climate Change	01	Permanent	Punjab (Open Merit)	
xvii	Ministry of Water Resources	02	Temporary	Punjab (Open Merit)	
xviii	Ministry of Aviation	01	Permanent	Sindh (Rural) (Open Merit)	
xix	Ministry of Industries & Production	02	Temporary	Punjab (Open Merit)	
xx	Economic Affairs Division, Ministry of Economic Affairs	02	Permanent	Punjab (Open Merit)=One & Sindh (Urban) (Open Merit)=One	
xxi	Directorate of Central Health Establishment, Ministry of National Health Services, Regulations & Coordination	01	Permanent	Punjab (Open Merit)	
xxii	Directorate General, Pakistan Post Office, Ministry of Communications.	01	Permanent	Merit	
xxiii	Ministry of Science & Technology	02	Permanent	Punjab (Open Merit)=One & Khyber Pakhtunkhwa (Open Merit)=One	
xxiv	Federal Public Service Commission	02	Temporary	Punjab (Women quota)=One & Khyber Pakhtunkhwa (Open Merit)=One	
xxv	Textile Commissioner’s Organization, Karachi, Ministry of Commerce.	01	Temporary	Punjab (Open Merit)	
Total		51			
<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).					