

Case No. F.4-101/2022-R (7/2022)					
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 plus five (5) years general relaxation in upper age limit.	Anywhere in Pakistan
Detail of Vacancies					
S.No	Ministry/ Department		No. of Vacancies	Status	Quota/ Allocation
i	Prime Minister’s Office (Public)		01	Permanent	Khyber Pakhtunkhwa (Open Merit)
ii	National Information Technology Board, M/o Information Technology & Telecommunication		04	Permanent	Merit=One, Punjab (Open Merit)=One, Sindh (Rural) (Open Merit) =One and Khyber Pakhtunkhwa (Open Merit)=One
iii	Military Land & Cantonment Department, M/o Defence		01	Permanent	Sindh (Urban) (Open Merit)
iv	M/o Defence (Defence Division)		02	Permanent	Sindh (Rural) (Open Merit)=One and Sindh (Urban) (Open Merit)=One
v	Counter Improvised Explosive Device Organization (CIEDO), M/o Defence		01	Permanent	Punjab (Open Merit)
vi	Federal Government Educational Institutions, (Cantts/ Garrisons) Directorate (Colleges Cadre) M/o Defence		01	Permanent	Punjab (Open Merit)
vii	Office of the Chief Engineering Advisor/ Chairman Federal Flood Commission, M/o Water Resources		01	Temporary	Sindh (Urban) (Open Merit)
viii	Ministry of Commerce		11	Permanent	Merit=One, Punjab=Five (Open Merit=Four and Women Quota=One), Sindh (Rural) (Women quota)=One, Khyber Pakhtunkhwa (Open Merit) =Two, Balochistan (Open Merit) =One and AJK (Open Merit) =One
ix	Pakistan Bureau of Statistics, M/o Planning, Development and Special Initiatives		04	Temporary	Punjab (Open Merit)=Two, Sindh (Rural) (Open Merit) =One and Khyber Pakhtunkhwa (Open Merit)=One
x	Ministry of Foreign Affairs		09	Temporary	Punjab =Seven (Open Merit= Six and Women Quota=One) & Khyber Pakhtunkhwa (Open Merit) = Two.
xi	Federal Government Educational Institutions, (Cantts/ Garrisons) Directorate, M/o Defence		01	Permanent	Punjab (Open Merit)
xii	Department of Communication Security, Cabinet Secretariat (Cabinet Division)		01	Permanent	Punjab (Open Merit)
xiii	M/o Information & Broadcasting		05	Permanent	Merit=One, Punjab (Open Merit)=Three and Khyber Pakhtunkhwa (Open Merit)=One
xiv	Ministry of Interior		06	Permanent	Punjab=Four (Open Merit=Three & Women quota=One), Sindh (Rural) (Open Merit) =One and Khyber Pakhtunkhwa (Open Merit)=One
xv	National Security Division		02	Permanent	Punjab (Open Merit)=One & Khyber Pakhtunkhwa (Open Merit)=One
xvi	M/o Kashmir Affairs & Gilgit Baltistan		02	Permanent	Merit=One & Punjab (Open Merit)=One
Total			52		
NOTE: (i) Only one online application is to 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).					