

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	<b>Khyber Pakhtunkhwa</b> (Open Merit)
ii	National Information Technology Board, M/o Information Technology & Telecommunication	04	Permanent	Merit=One, <b>Punjab</b> (Open Merit)=One, <b>Sindh (Rural)</b> (Open Merit) =One and <b>Khyber Pakhtunkhwa</b> (Open Merit)=One
iii	Military Land & Cantonment Department, M/o Defence	01	Permanent	<b>Sindh (Urban)</b> (Open Merit)
iv	M/o Defence (Defence Division)	02	Permanent	<b>Sindh (Rural)</b> (Open Merit)=One and <b>Sindh (Urban)</b> (Open Merit)=One
v	Counter Improvised Explosive Device Organization (CIEDO), M/o Defence	01	Permanent	<b>Punjab</b> (Open Merit)
vi	Federal Government Educational Institutions, (Cantts/ Garrisons) Directorate (Colleges Cadre) M/o Defence	01	Permanent	<b>Punjab</b> (Open Merit)
vii	Office of the Chief Engineering Advisor/ Chairman Federal Flood Commission, M/o Water Resources	01	Temporary	<b>Sindh (Urban)</b> (Open Merit)
viii	Ministry of Commerce	11	Permanent	Merit=One, <b>Punjab</b> =Five (Open Merit=Four and Women Quota=One), <b>Sindh (Rural)</b> (Women quota)=One, <b>Khyber Pakhtunkhwa</b> (Open Merit)=Two, <b>Balochistan</b> (Open Merit) =One and <b>AJK</b> (Open Merit) =One
ix	Pakistan Bureau of Statistics, M/o Planning, Development and Special Initiatives	04	Temporary	<b>Punjab</b> (Open Merit)=Two, <b>Sindh (Rural)</b> (Open Merit) =One and <b>Khyber Pakhtunkhwa</b> (Open Merit)=One
x	Ministry of Foreign Affairs	09	Temporary	<b>Punjab</b> =Seven (Open Merit= Six and Women Quota=One) & <b>Khyber Pakhtunkhwa</b> (Open Merit) =Two.
xi	Federal Government Educational Institutions, (Cantts/ Garrisons) Directorate, M/o Defence	01	Permanent	<b>Punjab</b> (Open Merit)
xii	Department of Communication Security, Cabinet Secretariat (Cabinet Division)	01	Permanent	<b>Punjab</b> (Open Merit)
xiii	M/o Information & Broadcasting	05	Permanent	Merit=One, <b>Punjab</b> (Open Merit)=Three and <b>Khyber Pakhtunkhwa</b> (Open Merit)=One
xiv	Ministry of Interior	06	Permanent	<b>Punjab</b> =Four (Open Merit=Three & Women quota=One), <b>Sindh (Rural)</b> (Open Merit) =One and <b>Khyber Pakhtunkhwa</b> (Open Merit)=One
xv	National Security Division	02	Permanent	<b>Punjab</b> (Open Merit)=One & <b>Khyber Pakhtunkhwa</b> (Open Merit)=One
xvi	M/o Kashmir Affairs & Gilgit Baltistan	02	Permanent	Merit=One & <b>Punjab</b> (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).