

Case No. F.4-1/2022-R (1/2022)				
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	Federal Public Service Commission	09	Temporary	Sindh (Rural) = Two (Open Merit=One & Women quota=One), Sindh (Urban) (Open Merit)= One, Khyber Pakhtunkhwa (Open Merit)=Two, Balochistan (Open Merit)=One, Ex-FATA (Open Merit)=Two and AJK (Open Merit)=One
ii	Cabinet Secretariat (Aviation Division)	02	Permanent	Punjab (Open Merit) =One & Khyber Pakhtunkhwa (Open Merit) =One
iii	Establishment Division	05	Permanent	Merit = One, Punjab = Three (Open Merit= Two & Women Quota=One) & Sindh (Urban) (Open Merit)= One
iv	Federal Board of Revenue (Revenue Division)	11	Permanent	Punjab = Two (Women quota=One & Minorities/ Non-Muslims quota=One), Sindh (Rural) = Three (Open Merit= Two & Women quota=One), Sindh (Urban) (Open Merit)= Two, Khyber Pakhtunkhwa (Women quota)= One, Balochistan (Open Merit)=One, Ex-FATA (Open Merit)=One & AJK (Open Merit)=One
v	M/o Planning, Development & Special Initiatives	05	Temporary	Punjab (Open Merit) = Four and Sindh (Rural) (Open Merit) One.
vi	Ministry of Foreign Affairs	04	Temporary	Punjab =Two (Women quota= One & Minorities/ Non-Muslims quota= One), Sindh (Rural) (Women quota)=One & Ex-FATA (Open Merit)=One
vii	Finance Division	02	Temporary	Punjab (Women quota)
viii	Pak, PWD, Ministry of Housing & Works	05	Permanent	Sindh (Rural) (Open Merit) =Two, Khyber Pakhtunkhwa (Open Merit)=One, Ex-FATA (Open Merit)= One and AJK (Open Merit)= One
ix	Economic Affairs Division, Ministry of Finance, Revenue and Economic Affairs	03	Permanent	Punjab (Women Quota)= One, Sindh (Rural) (Open Merit)=One and Ex-FATA (Open Merit) = One
x	Ministry of National Health Services, Regulations & Coordination	02	Permanent	Punjab (Women quota)=One and Sindh (Urban) (Open Merit)= One
xi	National Highways & Motorway Police, Ministry of Communications	02	Temporary	Punjab =Two (Open Merit=One & Women quota=One)
xii	MS Wing, Establishment Division	01	Permanent	Sindh (Rural) (Open Merit)
xiii	Poverty Alleviation & Social Safety Division, Cabinet Secretariat	02	Temporary	Punjab (Open Merit)=One & Balochistan (Open Merit)=One
xiv	Customs Department, Federal Board of Revenue	01	Permanent	Ex-FATA (Open Merit)
xv	Pakistan Post Office Department, M/o Communication	01	Permanent	Sindh (Rural) (Open Merit)
xvi	Military Finance Wing, Finance Division	01	Permanent	Balochistan (Open Merit)
xvii	Naval Headquarters, M/o Defence	15	Permanent	Punjab (Open Merit)=Eight, Sindh (Rural) (Open Merit) =Two, Khyber Pakhtunkhwa (Open Merit)= Four and Balochistan (Open Merit)= One
xviii	Ministry of Water Resources	02	Temporary	Sindh (Rural) (Open Merit) =One and Khyber Pakhtunkhwa (Open Merit) =One
xix	Power Division, Ministry of Energy	07	Permanent	Merit =One, Punjab (Open Merit)= Four, Sindh (Urban) (Open Merit)= One and Khyber Pakhtunkhwa (Open Merit)= One
xx	Ministry of Industries & Production	02	Temporary	Punjab (Women quota) =One and AJK (Open Merit)= One

xxi	Board of Investment, Prime Minister's Office	02	Permanent	Punjab (Women quota) =One and Ex-FATA (Open Merit)= One
xxii	Railway Board, Ministry of Railways	06	Temporary	Merit = One, Punjab = Two (Open Merit= One and Women quota=One), Sindh (Urban) (Open Merit)= One, Khyber Pakhtunkhwa (Open Merit)= One and Balochistan (Open Merit)= One.
xxiii	Office of the Chief Engineering Adviser/ Chairman Federal Flood Commission, Power Division, Ministry of Energy	01	Temporary	Sindh (Rural) (Open Merit)
xxiv	Bureau of Emigration & Overseas Employment, Ministry of Overseas Pakistanis & Human Resource Development	04	Temporary	Sindh (Rural) (Open Merit)=One, Sindh (Urban) (Open Merit)=One, Ex-FATA (Open Merit)=One & Balochistan (Open Merit)=One
xxv	Ministry of Law & Justice	23	Permanent	Punjab = Six (Women quota=Four & Minorities/ Non-Muslims quota= Two), Sindh (Rural) (Minorities/ Non-Muslim quota=One), Sindh (Urban) =Seven (Open Merit=Six & Women quota=One), Khyber Pakhtunkhwa (Women quota)=One, Balochistan =Three (Open Merit=Two & Women quota=One), Ex-FATA =Three (Open Merit=Two & Women quota=One) & AJK (Open Merit)=Two
xxvi	Ministry of National Food Security & Research	05	Permanent	Punjab = Three (Open Merit=Two & Women quota= One), Sindh (Rural) (Open Merit)=One & Khyber Pakhtunkhwa (Open Merit)=One
xxvii	Petroleum Division, Ministry of Energy	01	Temporary	Punjab (Open Merit)
xxviii	Policy Wing (Petroleum Division), Ministry of Energy	02	Temporary	Sindh (Rural) (Open Merit)= One & Balochistan (Open Merit)=One
xxix	Federal Government Organization	07	Permanent	Punjab = Three (Women quota=Two & Minorities/ Non-Muslims quota= One), Sindh (Rural) (Minorities/ Non-Muslims quota)=One, Balochistan =Two (Open Merit=One & Women quota=One) & Ex-FATA (Open Merit)=One
xxx	Federal Service Tribunal, Ministry of Law & Justice	01	Permanent	Ex-FATA (Open Merit)
xxxi	Ministry of Overseas Pakistanis & Human Resource Development	08	Permanent	Merit = One, Punjab =Three (Open Merit=Two & Women quota=One), Sindh (Rural) (Open Merit) =One, Sindh (Urban) (Open Merit) =One, Khyber Pakhtunkhwa (Open Merit) =One & Balochistan (Open Merit) =One.
xxxii	Accountability Courts / Special Courts under Administrative Control of Law & Justice Division	60	Permanent	Merit = Two, Punjab =Thirty Two (Open Merit=Twenty Six, Women quota=Four & Minorities/ Non-Muslim quota=Two), Sindh (Rural) =Five (Open Merit=Four & Women quota=One), Sindh (Urban) =Six (Open Merit=Five & Minorities/ Non-Muslims quota=One), Khyber Pakhtunkhwa = Seven (Open Merit=Six & Women quota=One), Balochistan =Four (Open Merit=Three & Women quota=One), Ex-FATA (Open Merit)=Three & AJK (Open Merit)=One.
xxxiii	Implementation Tribunal for Newspaper Employees, Ministry of Information & Broadcasting	01	Permanent	Khyber Pakhtunkhwa (Open Merit)
xxxiv	National Heritage and Culture Division	01	Permanent	Punjab (Open Merit)
Total		204		

NOTE: (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).