

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

<b>xxi</b>	Board of Investment, Prime Minister's Office	02	Permanent	<b>Punjab</b> (Women quota) =One and <b>Ex-FATA</b> (Open Merit)= One
<b>xxii</b>	Railway Board, Ministry of Railways	06	Temporary	<b>Merit</b> = One, <b>Punjab</b> = Two (Open Merit= One and Women quota=One), <b>Sindh (Urban)</b> (Open Merit)= One, <b>Khyber Pakhtunkhwa</b> (Open Merit)= One and <b>Balochistan</b> (Open Merit)= One.
<b>xxiii</b>	Office of the Chief Engineering Adviser/ Chairman Federal Flood Commission, Power Division, Ministry of Energy	01	Temporary	<b>Sindh (Rural)</b> (Open Merit)
<b>xxiv</b>	Bureau of Emigration & Overseas Employment, Ministry of Overseas Pakistanis & Human Resource Development	04	Temporary	<b>Sindh (Rural)</b> (Open Merit)=One, <b>Sindh (Urban)</b> (Open Merit)=One, <b>Ex-FATA</b> (Open Merit)=One & <b>Balochistan</b> (Open Merit)=One
<b>xxv</b>	Ministry of Law & Justice	23	Permanent	<b>Punjab</b> = Six (Women quota=Four & Minorities/ Non-Muslims quota= Two), <b>Sindh (Rural)</b> (Minorities/ Non-Muslim quota=One), <b>Sindh (Urban)</b> =Seven (Open Merit=Six & Women quota=One), <b>Khyber Pakhtunkhwa</b> (Women quota)=One, <b>Balochistan</b> =Three (Open Merit=Two & Women quota=One), <b>Ex-FATA</b> =Three (Open Merit=Two & Women quota=One) & <b>AJK</b> (Open Merit)=Two
<b>xxvi</b>	Ministry of National Food Security & Research	05	Permanent	<b>Punjab</b> = Three (Open Merit=Two & Women quota= One), <b>Sindh (Rural)</b> (Open Merit)=One & <b>Khyber Pakhtunkhwa</b> (Open Merit)=One
<b>xxvii</b>	Petroleum Division, Ministry of Energy	01	Temporary	<b>Punjab</b> (Open Merit)
<b>xxviii</b>	Policy Wing (Petroleum Division), Ministry of Energy	02	Temporary	<b>Sindh (Rural)</b> (Open Merit)= One & <b>Balochistan</b> (Open Merit)=One
<b>xxix</b>	Federal Government Organization	07	Permanent	<b>Punjab</b> = Three (Women quota=Two & Minorities/ Non-Muslims quota= One), <b>Sindh (Rural)</b> (Minorities/ Non-Muslims quota)=One, <b>Balochistan</b> =Two (Open Merit=One & Women quota=One) & <b>Ex-FATA</b> (Open Merit)=One
<b>xxx</b>	Federal Service Tribunal, Ministry of Law & Justice	01	Permanent	<b>Ex-FATA</b> (Open Merit)
<b>xxxi</b>	Ministry of Overseas Pakistanis & Human Resource Development	08	Permanent	<b>Merit</b> = One, <b>Punjab</b> =Three (Open Merit=Two & Women quota=One), <b>Sindh (Rural)</b> (Open Merit) =One, <b>Sindh (Urban)</b> (Open Merit) =One, <b>Khyber Pakhtunkhwa</b> (Open Merit) =One & <b>Balochistan</b> (Open Merit) =One.
<b>xxxii</b>	Accountability Courts / Special Courts under Administrative Control of Law & Justice Division	60	Permanent	<b>Merit</b> = Two, <b>Punjab</b> =Thirty Two (Open Merit=Twenty Six, Women quota=Four & Minorities/ Non-Muslim quota=Two), <b>Sindh (Rural)</b> =Five (Open Merit=Four & Women quota=One), <b>Sindh (Urban)</b> =Six (Open Merit=Five & Minorities/ Non-Muslims quota=One), <b>Khyber Pakhtunkhwa</b> = Seven (Open Merit=Six & Women quota=One), <b>Balochistan</b> =Four (Open Merit=Three & Women quota=One), <b>Ex-FATA</b> (Open Merit)=Three & <b>AJK</b> (Open Merit)=One.
<b>xxxiii</b>	Implementation Tribunal for Newspaper Employees, Ministry of Information & Broadcasting	01	Permanent	Khyber Pakhtunkhwa (Open Merit)
<b>xxxiv</b>	National Heritage and Culture Division	01	Permanent	<b>Punjab</b> (Open Merit)
<b>Total</b>		<b>204</b>		
<p><b>NOTE:</b> (i) Only one online application be furnished for all the above mentioned vacancies and fee also be deposited once.</p> <p>(ii) The candidates will be required to cast preference at the time of interview to the department they would like to join on Selection.</p> <p>(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 &amp; Excel).</p>				