

Applications are invited from Pakistani Nationals for filling up the following vacancies purely on temporary basis against the quota mentioned against each post.

Assistant (BS-15)

No. of Posts: 11

Age Limit: 18-23 years

Educational Qualification: Graduate

Stenotypist (BS-14)

No. of Posts: 31

Age Limit: 18-25 years

Educational Qualification: Intermediate

Upper Division Clerk (BS-11)

No. of Posts: 03

Age Limit: 18-25 years

Educational Qualification: Intermediate

Lower Division Clerk (BS-09)

No. of Posts: 09

Age Limit: 18-25 years

Educational Qualification: Matriculate

Dispatch Rider (BS-04)

Naib Qasid (BS-01)

Farash (BS-01)

**View Ministry of Planning, Development & Special
Initiatives Job Advertisement below**

GOVERNMENT OF PAKISTAN
MINISTRY OF PLANNING, DEVELOPMENT & SPECIAL INITIATIVES
 P-Block, Pak. Secretariat, Islamabad
SITUATIONS VACANT

Applications are invited from Pakistani Nationals for filling up the following vacancies purely on temporary basis against the quota mentioned against each post.

S.#	Name of post	Age limit	No. of posts	Domicile	Educational Qualification/Experience
1	2	3	4	5	6
1.	Assistant (BS-15)	18-28 years	11	i) Merit = 01 ii) Punjab (General) = 05 iii) Punjab (Women) = 01 iv) Sindh (U) (General) = 01 v) Sindh (R) (General) = 01 vi) Balochistan (Women) = 01 vii) Ex-FATA (General) = 01	a) Graduate
2.	Stenotypist (BS-14)	18-25 years	31	i) Merit = 01 ii) Punjab (General) = 13 iii) Punjab (Women) = 01 iv) Punjab (Minority) = 01 v) Sindh (R) (General) = 03 vi) Sindh (R) (Minority) = 01 vii) Sindh (U) (General) = 04 viii) Sindh(U) (Women) = 01 ix) K. Pakhtunkhwa (General) = 03 x) Balochistan (General) = 01 xi) Ex-FATA (General) = 01 xii) AJ&K (General) = 01	a) Intermediate b) Minimum speed of 80/40 w.p.m in shorthand/typing respectively. c) Must be computer literate.
3.	Upper Division Clerk (BS-11)	18-25 years	03	i) Punjab (General) = 01 ii) Punjab (Women) = 01 iii) Sindh (R) (General) = 01	a) Intermediate.
4.	Lower Division Clerk (BS-09)	18-25 years	09	i) Punjab (General) = 05 ii) Punjab (Women) = 01 iii) Sindh (U) (General) = 02 iv) Balochistan (General) = 01	a) Matriculate b) Typing Speed 30 WPM
5.	Dispatch Rider (BS-04)	18-30 years	01	Merit = 01	a) Primary b) Valid Driving license holder and well versed in the traffic rules
6.	Naib Qasid (BS-01)	18-25 years	15	On Local Basis Merit = 14 Women = 01	Primary
7.	Farash (BS-01)	18-25 years	01	On Local Basis Merit = 01	Primary

Terms & Conditions

- All cases will be processed as per Establishment Division recruitment policy dated 22.10.2014 as amended from time to time.
- Regional Quota will be observed.
- Applications submitted by hand shall not be entertained.
- The candidates of Islamabad domicile will be considered under Punjab quota.
- Eligible Government servants should apply through proper channel.
- No need to attach photocopies of testimonial/ education documents with the application form. However, original documents will be checked at the time of interview.
- The interested candidates should clearly mention the post applied for on top left of the envelope.
- Incomplete applications or those received after closing date will not be entertained.
- Only eligible short listed candidates will be called for the test/interview.
- No TA/DA will be admissible for appearing in the test/interview.
- All candidates applying for above mentioned post(s) shall be entitled to general upper age relaxation of 5 years in the maximum age limit in terms of Relaxation of Upper Age Limit Rules 1993.
- S.No request for change of test center shall be entertained.
- Application form can be downloaded from the website of this ministry www.pc.gov.pk
- Appearing in the test/interview will not confer any right of appointment to any candidate under this advertisement.
- Interested candidates should submit their applications on prescribed form with recent photograph and a copy of CNIC or may apply online on Ministry's website and submit hard copy of printed form within 15 days of the date of publication of this advertisement to Section Officer (HRM-V1), Ministry of Planning, Development & Special Initiatives, Room No. 108, First Floor, P-Block, Pak Secretariat, Islamabad.

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**Download Ministry of Planning, Development & Special Initiatives
Application Form below**

APPLICATION FORM

GOVERNMENT OF PAKISTAN MINISTRY OF PLANNING, DEVELOPMENT & SPECIAL INITIATIVES, P-BLOCK, PAK. SECRETARIAT, ISLAMABAD.

Post Applied for: _____

Name of Applicant: _____

Father's Name: _____

Date of birth: _____ Age: _____

CNIC No: _____ Religion: _____

Email Address: _____ Gender : _____

Postal Address: _____

Experience: _____ Mobile No: _____

Domicile: _____ Govt Employee: Yes No
(If yes, please attach forwarding letter)

Past latest color
passport size
photograph

Quota Applied for: General Women Minorities

Test Center: Islamabad Lahore Karachi Peshawar Quetta

Academic Qualification:

Degree/ Certificate	Year of Passing	Marks Obtained	Total Marks	Percentage/ Division	Institute

Declaration: I have read all terms and conditions contained/ explained in the advertisement and have no objection and submit this application according to these terms and conditions. Further, all information provided by me in this application form is true and correct to the best of my knowledge.

Date: _____ Signature of Applicant: _____

SHAHID AHMED Section Officer (HRM-VI) Ph: 9207501 PID(I) 2752/20

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