

GOVERNMENT OF PAKISTAN
MINISTRY OF INDUSTRIES & PRODUCTION



No. 7 (5)/2008-Admn-II

Islamabad, the 18th August, 2020

ANNOUNCEMENT OF VACANCIES

Sr. #.	Name of the Post with BPS	No. of Posts	Qualification & Experience required	Nature of Appointment	Domicile	Minimum & Maximum Age Limit
i)	Assistant (BPS-15)	03	(i) Graduate (ii) 06 weeks Basic IT Training Course (including MS Office) conducted by NITB will have to be undertaken during probation period.	Temporary likely to be continued	Sindh (R) Merit-02 KPK Merit-01	18-25 years plus 5 years general age relaxation.
ii)	Stenotypist (BPS-14)	08	(i) Intermediate (ii) A minimum speed of 80/40 w.p.m. in shorthand / typing in English respectively (iii) Computer literate preferable	Temporary likely to be continued	Punjab Merit-04 Women-01 Sindh (R) Merit-01 KPK Merit-01 FATA Merit-01	18-25 years plus 5 years general age relaxation.
iii)	Upper Division Clerk (BPS-11)	02	(i) Intermediate (ii) 03 weeks Basic IT Training Course (including MS Office) conducted by NITB will have to be undertaken during probation period.	Temporary likely to be continued	Punjab Merit-01 Sindh (R) Merit-01	18-25 years plus 5 years general age relaxation.
iv)	Lower Division Clerk (BPS-09)	02	(i) Matric (ii) Typing speed 30 words per minute. (iii) Must be Computer literate.	Temporary likely to be continued	Punjab Merit-01 Sindh (U) Merit-01	18-25 years plus 5 years general age relaxation.
v)	Staff Car Driver (BPS-04)	04	(i) Primary (ii) Valid Driving License Holder and well versed with traffic rules	Temporary likely to be continued	Local Basis	18-30 years plus 5 years general age relaxation
vi)	Aaya (BPS-02)	02	(i) Primary (ii) Experience in the relevant field	Temporary likely to be continued	Local Basis	18-30 years plus 5 years general age relaxation
vii)	Naib Qasid (BPS-01)	14	Primary	Temporary likely to be continued	Local Basis	18-30 years plus 5 years general age relaxation

Terms and Conditions:

- The subject recruitment shall be made on criteria / mechanism defined by the Establishment Division vide their O.M No. 53/1/2008-SP dated 06-05-2020 and further clarification for appointment in BS-01- to BS-05 vide their Notification No. Fj. 3-2/2017-R-2, dated 11-03-2020 and instructions issued by the Establishment Division from time to time.

(P.T.O)

2. Selected candidates have to submit their medical certificate under Rule 17 of Civil Servants (Appointments, Promotion and Transfer) Rules, 1973 and in case a candidate is declared medically unfit, the alternate candidate shall be offered the post.
3. Only short listed candidates will be called for test, skill test where applicable and interview.
4. Incomplete applications, advance copies and those received after closing dates will not be entertained.
5. The candidates will require to appear for initial screening test, skill test where applicable by Secretariat Training Institute (STI) and final interview to be conducted by the Ministry (DSC).
6. IT / Computer literate will be given due weightage, If agreed, IT proficiency of candidates will be held to assess their skill and abilities before finalization.
7. Candidates shall have to produce original documents alongwith set of attested copies of the Degrees / Certificates by HEC / Recognized board / Universities / Institutes and other relevant documents at the time of interview. In case of any information furnished by the applicant is found fake or bogus, candidature of the particular candidate shall stand cancelled and legal action shall be taken against the particular candidate at any stage.
8. Applications alongwith copy of CNIC, two photographs on prescribed format should reach to Section Officer (Admn-II) within 15 days from the date of advertisement on the format given below.
9. The candidates are required to mention the post applied for and domicile on the right of the corner of the envelopes.
10. All candidates applying for the above mentioned post(s) shall be entitled to general upper age relaxation of 5 years in the maximum age limit given above as per instructions on the subject matter.
11. Candidates already in Government Service must apply through proper channel and must provide NOC alongwith the application form otherwise advance application will not be entertained and they have no right to claim.
12. The number of vacancies can be increased or decreased at any stage. The Ministry of Industries & Production, reserves the right to cancel the recruitment process in whole or partial without assigning any reason at any stage.
13. This advertisement, appearing in test/interview will not confer any right of appointment/recruitment to any candidate.
14. No TA/DA will be admissible for appearing in test/interview.

(Shahadat Ali Khan)
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