

Government of Pakistan
MINISTRY OF OVERSEAS PAKISTANIS &
HUMAN RESOURCE DEVELOPMENT

SITUATION VACANT

Applications are invited for recruitment against the following vacancies in the Ministry of Overseas Pakistanis and Human Resource Development, Islamabad:-

S. #	Designation	BPS	Number of Posts	Education / Qualification Eligibility	Regional / Provincial Quota	Age Limit
1.	Assistant	15	02	i. Graduate ii. In case of selection, 06 weeks basic IT training Course (including MS Office) conducted by NITB should be done within probation period.	KPK Sindh (R)	01 01 18-28 years
2.	Stenotypist	14	09	i. Intermediate. ii. Minimum speed of 80/40 words per minute in shorthand/ typing respectively. iii. Must be computer literate	Punjab (General) (one post reserved for Minority) AJK Sindh (R)	07 01 01 18-25 years
3	Naib Qasid	01	04	Primary Pass	On Local Basis	18-25 years

Terms & Conditions:

1. All appointments shall be made in accordance with the prevailing Recruitment Rules/Policy of the Federal Government.
2. General Relaxation in age shall be admissible as per existing rules.
3. Age will be calculated with effect from the closing date of submitting applications.
4. Eligibility of candidate will be determined on the basis of his/ her academic qualification as given against each posts.
5. A candidate can apply for more than one post by submitting separate form for each post.
6. Only shortlisted applicants will be called for test/interviews.
7. Candidates shall present original documents along with set of attested copies of all the relevant documents at time of interview.
8. Applicants already in Government Service should apply through proper channel & produce NOC at the time of interview.
9. Incomplete applications/ applications received after due date shall not be entertained.
10. No TA/DA will be admissible for the purpose of test/interview.
11. Application submitted by hand will not be entertained.
12. The Ministry of Overseas Pakistanis and Human Resource Development reserves the right to cancel the recruitment process in part or whole, increase/decrease the number of vacancies at any stage without assigning any reason.

How to apply:

1. Applicants Form can be downloaded from the website of the Ministry (www.ophrd.gov.pk)
2. Candidates should send their applications on the prescribed format to the Section Officer (Admn-II), Ministry of Overseas Pakistanis and Human Resource Development, Kohsar

(Raheela Hyder)
Section Officer (Admn-II)
051-9218572

**APPLICATION FORM FOR RECRUITMENT -2020 IN THE MINISTRY OF
OVERSEAS PAKISTANIS AND HUMAN RESOURCE DEVELOPMENT**

Photograph

Name of post applied for: -----

Name (in Capital letters): -----

Father's/Husband Name: -----

Date of Birth (dd-mm-yyy); -----Gender: -----

Religion-----

CNIC No: -----

Domicile District; -----

Quota against which applied: -----

Postal address:

Contact; Residence----- **Mobile**-----

Email: -----

Highest Educational Degree/Certificate:

Previous Experience: Government/Private: -----

Department: ----- **Designation:** ----- **years:** -----

Declaration: I certify that all information provided by me in this application form is true and correct to the best of my knowledge and belief.

Date: -----

Signature: -----

