

**GOVERNMENT OF PAKISTAN
MINISTRY OF INTERIOR

SITUATION VACANT

Applications are invited to fill following Temporary posts in Ministry of Interior, Islamabad

S#	Name of post	No of Posts	Allocation Regional / Provincial Quota			Age Limit	Qualification
1.	Assistant (BPS-15)	08	Merit	Merit	01	18-25 years	i. Graduate ii. In case of selection, 6 Weeks Basic Training Course is mandatory (Including MS Office from NITB before completion of probation period).
			Punjab	Merit	03		
			Minority		01		
			Sindh (R)	Merit	01		
			Sindh (U)	Merit	01		
			Merit	01			
2.	Stenotypist (BS-14)	30	Merit	Merit	02	18-25 years	Intermediate with 80/40 w.p.m speed in English shorthand/typing respectively. Must be computer literate
			Merit (disable)	Merit	01		
			Punjab	Merit	13		
			Women		01		
			Minority		01		
			Sindh (R)	Merit	03		
			Sindh (U)	Merit	01		
			Women		01		
			KPK	Merit	02		
			Women		01		
Baluchistan	Merit	01					
Women		01					
			Merit	01			
			Merit	01			
3.	Stenotypist (URDU) (BPS-14)	02	Punjab	Merit	01	18-25 years	Intermediate with 80/40 w.p.m speed in Urdu shorthand/typing respectively. Must be computer literate
			Sindh (R)	Merit	01		
4.	UDC (BPS-11)	12	Merit	Merit	01	18-25 Years	i. Intermediate ii. In case of selection, 3 Weeks Basic Training Course in Mandatory (Including MS Office form NITB before completion of probation period)
			Punjab	Merit	04		
			Women		01		
			Minority		01		
			Sindh (u)	Merit	01		
			Women		01		
KPK	Merit	01					
Women		01					
			Merit	01			
			Merit	01			
5.	LDC (BPS-09)	02	Punjab	Merit	01	18-25 Years	i. Matric ii. Minimum Typing Speed of 30 w.p.m. iii. Computer Literate iv. In case of selection, 03 weeks basic I.T. Course including MS Office.
			GB	Merit	01		
6.	DR (BS-04)	02	Local Basis	Merit		18-25 Years	i. Primary pass ii. Valid Driving License holder and well versed in the traffic rules.
7.	DMO (BS-04)	01	Local Basis	Merit		18-25 Years	i. Primary pass ii. Knowledge for operating duplicating Machine essentials.
8.	Naib Qasid (BS-01)	25	Local Basis	Merit		18-25 Years	Primary Pass
9.	Naib Qasid (BS-01) Disable	02					
10.	Chowkidar	01					
11.	Sweeper/ Sanitary Worker	02					

Instructions: -

- i. The recruitment shall be made in accordance with the recruitment policy conveyed by the Establishment Division vide O.M 53/1/2008-SP dated 22.10.2014 and 06.05.2020 as amended from time to time and for appointment in BPS 01 to BS-05 vide Notification dated 11.03.2020.
- ii. Age relaxation will be admissible as per Establishment Division's OM No. F.9/2/91-R-3, dated 28.11.2000 and further age relaxation will also be admissible as per Establishment Division's O.M No. 9/2/91-R-5 dated 24.06.2010.
- iii. Applicants will download the Application Form from www.interior.gov.pk, fill the application form, paste the picture and email the application form at jobs@interior.gov.pk within 15 days from the date of advertisement. Incomplete applications received after due date shall not be entertained.
- iv. Applicants already in government service should apply through proper channel.
- v. Applicant shall present their original documents along with set of attested copies of domicile/degree/certificates issued by HEC/recognized Board/Universities/ institutes at the time of interview. In case any information furnished by the applicant is found fake and bogus, candidature of particular candidates shall stand cancelled and legal action shall be taken against the particular candidates during any stage of recruitment.
- vi. Ministry of Interior reserves right to increase/ decrease the number of posts as per recruitment against any post without assigning any reason.
- vii. No TA/DA will be admissible for written test/interview / physical and skill test.
- viii. Only shortlisted candidates will be allowed for interview.

(Muhammad Rizwan Munir)
Section Officer (Admn-II)
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