



**WAFAQI MOHTASIB (OMBUDSMAN)'S SECRETARIAT  
HEAD OFFICE, ISLAMABAD**

Islamabad the 28<sup>th</sup> July, 2020.

**VACANCY ANNOUNCEMENT**

The Wafaqi Mohtasib Secretariat, intends to hire the services of following staff, for its Head Office at Islamabad and Regional Offices, Bahawalpur, Gujranwala and Abbottabad, on contract basis, under Article-20 of P.O.1 of 1983, on usual terms and conditions and criteria mentioned against each:

S. No.	Name of Post	No. of posts and station	Required qualification / experience	Pay / remuneration per month	Age limit
1.	Stenographer (equivalent to BS-16)	WMS, R.O, Bahawalpur = 01	Bachelor's Degree from any recognized University with Shorthand/ Typing Speed of 100/50 w.p.m	Rs. 32,828/- <b>(all inclusive)</b>	<ul style="list-style-type: none"> <li>● Age limit for fresh candidates shall be <b>18-30 years.</b></li> <li>● Maximum age limit for retired government servants shall be <b>65 years.</b></li> </ul>
2.	Assistant (equivalent to BS-15)	WMS, R.O, Bahawalpur = 01 WMS, R.O, Gujranwala = 01 WMS, R.O, Abbottabad = 01	<ul style="list-style-type: none"> <li>● Bachelor's Degree from any recognized University.</li> <li>● Having proficiency in usage of computer.</li> </ul>	Rs. 26,832/- <b>(all inclusive)</b>	
3.	Stenotypist (equivalent to BS-14)	WMS, H.O, Islamabad = 02 WMS, R.O, Abbottabad = 01	<ul style="list-style-type: none"> <li>● Intermediate with Shorthand / Typing Speed of 80/40 w.p.m.</li> </ul>	Rs. 25,524/- <b>(all Inclusive)</b>	
4.	Data Entry Operator (equivalent to BS-12)	WMS, H.O, Islamabad = 02	<ul style="list-style-type: none"> <li>● Bachelor's Degree in Physics/ Mathematics/ Statistics/ Economics with a minimum speed of 10,000 key depressions per hour.</li> </ul>	Rs. 23,703/- <b>(all inclusive)</b>	
5.	UDC (equivalent to BS-11)	WMS, H.O, Islamabad = 02 WMS, R.O, Bahawalpur = 02 WMS, R.O, Gujranwala = 02 WMS, R.O, Abbottabad = 01	<ul style="list-style-type: none"> <li>● Intermediate.</li> <li>● Having proficiency in usage of computer.</li> </ul>	Rs. 21,909/- <b>(all Inclusive)</b>	
6.	LDC (equivalent to BS-09)	WMS, R.O, Bahawalpur = 01 WMS, R.O, Gujranwala = 01 WMS, R.O, Abbottabad = 01	<ul style="list-style-type: none"> <li>● Matric with 30 words per minute speed in typewriting.</li> <li>● Having proficiency in usage of computer.</li> </ul>	Rs. 19,848/- <b>(all Inclusive)</b>	
7.	Naib Qasid (equivalent to BS-01)	WMS, H.O, Islamabad = 02 WMS, R.O, Bahawalpur = 01 WMS, R.O, Gujranwala = 01 WMS, R.O, Abbottabad = 01	<ul style="list-style-type: none"> <li>● Primary</li> </ul>	Rs. 18,119/- <b>(all inclusive)</b>	
8.	Farash (equivalent to BS-01)	WMS, R.O, Bahawalpur = 01 WMS, R.O, Gujranwala = 01	<ul style="list-style-type: none"> <li>● Primary</li> </ul>	Rs. 18,119/- <b>(all inclusive)</b>	
<ul style="list-style-type: none"> <li>● <b>Both fresh candidates as well as retired government employees can apply.</b></li> <li>● <b>Preference would be given to candidates belonging from the station concerned or contiguous districts.</b></li> </ul>					

2. The Interested candidates fulfilling the required criteria may submit their applications on the [Prescribed Application Form](#) for the desired post and stations alongwith attested copies of the relevant documents to the following addresses:-

*Cont'd...*

<b>Head Office, Islamabad</b>	<b>Regional Office, Bahawalpur</b>	<b>Regional Office, Gujranwala</b>	<b>Regional Office, Abbottabad</b>
<b>Moinuddin A. Siddiqi</b> Director (Admn) Wafaqi Mohtasib Secretariat, Opposite Supreme Court of Pakistan, Constitution Avenue, <b>ISLAMABAD.</b>	The Investigation Officer (Incharge), Wafaqi Mohtasib Secretariat, Regional Office, Bahawalpur, House No. 32-C, Model Town-A, Aziz Bhatti Shaheed Road, Near Habib Bank Chowk, <b>BAHAWALPUR.</b>	The Incharge, Wafaqi Mohtasib Secretariat, Regional Office, Gujranwala, 144-145, 1 <sup>st</sup> Floor, Mumtaz Market, Near Nadra Office, G.T Road, <b>GUJRANWALA.</b>	The Associate Advisor (Incharge), Wafaqi Mohtasib Secretariat, Regional Office, Abbottabad, Room No.06, District Government Secretariat, <b>Abbottabad Cantt.</b>

3. Last date for receipt of application is **11.08.2020**