



No.8(175)/A-I-2016

WAFAQI MOHTASIB (OMBUDSMAN)'S SECRETARIAT
36-Constitution Avenue, Sector G-5/2, Islamabad

SITUATIONS VACANT

Applications are invited from Pakistani nationals to fill up the under mentioned temporary vacancies (BPS-1 to BPS-16) in the Wafaqi Mohtasib (Ombudsman)'s Secretariat, Head Office and its Regional Offices on regular basis:-

S. No.	Name of Post	Qualification	Age	Station
1.	Assistant Private Secretary (BS-16)	Bachelor Degree from any recognized University with a minimum speed of 100/50 w.p.m in shorthand/typing respectively, Computer skilled (including MS Office), with preferably Urdu Shorthand/ Typing and composing.	18-25 years	Bahawalpur Gujranwala Karachi Hub
2.	Stenotypist (BS-14)	Intermediate with Shorthand/ Typing Speed of 80/40 w.p.m. Computer skilled (including MS Office and Inpage) and with skill of Urdu composing.	18-25 years	Bahawalpur Gujranwala
3.	Assistant (BS-15)	Bachelor Degree from any recognized University, having 6 weeks basic I.T training course (including MS Office)	18-25 years	Bahawalpur Gujranwala Hyderabad Sukkur
4.	Naib Qasid (BS-01)	Primary Pass	18-25 years	Islamabad Lahore Karachi Quetta Sukkur Faisalabad D.I.Khan Hyderabad
5.	Sweeper (BS-01)	Primary Pass	18-25 years	Islamabad Karachi Hyderabad
6.	Chowkidar (BS-01)	Primary Pass	18-25 years	Peshawar Faisalabad Hub Swat
7.	Mali (BS-01)	Primary Pass	18-25 years	Islamabad

How To apply:

- All the candidates interested to apply for the posts mentioned at Serial No.1 to 3 may please download the Application Form and deposit slip from NTS website (www.nts.org.pk) and pay the prescribed test fee in any of the country-wide online branches of ABL, HBL, UBL and MCB.
- Please send the filled up Application Form alongwith the paid copy of the deposit slip to: **(Wafaqi Mohtasib Secretariat Project) NTS Headquarters, 1-E, Street No. 46, Sector I-8/2, Islamabad** by mail or courier. Application Forms Submitted by hand will not be accepted.