



WAFAQI MOHTASIB (OMBUDSMAN)'S
SECRETARIAT

NOTICE FOR EXTENSION OF DATE OF RECEIPT OF APPLICATIONS
FOR THE POSTS OF APS (BS-16), ASSISTANT (BS-15), STENOTYPIST
(BS-14), UDC (BS-11), LDC (BS-09), UNDER MINORITIES QUOTA
FOR NON-MUSLIMS (Domicile in Punjab only)

Reference advertisement for the above mentioned positions published in Daily Nation, Lahore & Islamabad and Minority Times, Islamabad dated 01st May, 2022 and Daily Jang, Lahore & Islamabad dated 02nd May, 2022.

The last date for receipt of applications has been extended upto **11th June, 2022.**

Note: Other terms and conditions for applications as per subject advertisement will remain the same.

Director (Admn)
Wafaqi Mohtasib (Ombudsman)'s Secretariat,
36-Constitution Avenue, Sector G-5/2, Islamabad.
Tel: 051-9217212, Fax: 051-9217224



The Nation

Ramadan 29, 1443

SUNDAY,

May 01, 2022

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WAFAQI MOHTASIB (OMBUDSMAN)'S SECRETARIAT

APPLICATIONS FOR VACANT POSTS APPOINTMENT AGAINST FIVE (5)% MINORITY QUOTA

Applications are invited from eligible candidates, belonging to minorities domiciled in Punjab for the following posts:-

S. No.	Name of Post	Qualification	Age including 5 years General Age Relaxation	No. of Posts and station
1.	Assistant Private Secretary (BS-16)	i. Second class or Grade "C" Bachelor's degree from a University recognized by HEC. ii. A minimum speed of 100/50 w.p.m. in shorthand/typing respectively iii. Must be computer literate	20-33 Years	Wafaqi Mohtasib Secretariat Regional Office, Gujranwala = 01
2.	Assistant (S-15)	i. Bachelor's Degree from any recognized University. ii. The selected candidates shall have to undertake 06 weeks basic IT training course (including MS Office) conducted by NITB before completion of probation period	18-33 Years	Wafaqi Mohtasib Secretariat Regional Office, Faisalabad = 01
3.	Stenotypist (BS-14)	i. Intermediate ii. A minimum speed of 80/40 w.p.m. in shorthand/typing respectively iii. Must be computer literate	18-30 Years	Wafaqi Mohtasib Secretariat Regional Office, Lahore = 02
4.	UDC (BS-11)	i. Intermediate. ii. The selected candidate shall have to undertake 03 weeks basic IT training course (including MS Office) conducted by NITB before completion of probation period	18-30 Years	Wafaqi Mohtasib Secretariat Regional Office, Faisalabad = 01
5.	LDC (BS-09)	i. Matric. ii. Minimum typing speed of 30 w.p.m. iii. The selected candidate shall have to undertake 03 weeks basic IT training course (including MS Office) conducted by NITB before completion of probation period	18-30 Years	Wafaqi Mohtasib Secretariat Head Office, Islamabad = 01

- Interested candidates should apply on the prescribed application form which can be downloaded from our website i.e. (www.mohtasib.gov.pk). Incomplete applications and those received after due date will not be entertained.
- Application forms along with attested copies of educational certificates, CNIC and domicile certificate should reach to the undersigned within 15 days of advertisement.
- If any applicant applies for more than one post then he/ she has to submit separate application forms clearly mentioning the name of post on the envelop.
- Wafaqi Mohtasib Secretariat reserves the right to increase/decrease the number of posts or postpone/ cancel the recruitment process at any stage.
- Only shortlisted candidates will be called/ invited for test/ interview.
- Age relaxation will be given as per rules and regulations of the Federal Government.
- Candidates already in Government service shall apply through proper channel.
- No TA/DA shall be admissible for appearing in Test/Interview.

PID(I) 7/42/21

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WAFAQI MOHTASIB (OMBUDSMAN)'S SECRETARIAT
APPLICATION FORM
* * *

**Paste a fresh
photograph**

POST APPLIED FOR: _____
(Please submit separate application forms in case of more than one Post)

1. Name of Applicant (in Block Letters) _____
2. Father's Name (in Block Letters) _____
3. Present postal Address _____

4. District of Domicile: _____ Province _____
5. Gender tick (✓) the relevant (a) Male (b) Female
6. Date of Birth as per Matric / School Certificate _____ Age: _____
7. Marital Status _____
8. Religion _____
9. Caste _____
10. CNIC No. _____
11. Contact/ Telephone No. _____
12. Academic Qualification :-

Certificate /Degree	Year of passing	Board/ University	Division/ Grade	Marks Obtained
Matric				
Intermediate				
Bachelor				
Others				

13. Computer / Technical Certificate / Diploma etc.

Certificate/Diploma	Duration		Grade	Name of institute
	From	To		

Dated _____

Signature of Applicant _____