

WAFAQI MOHTASIB (OMBUDSMAN)'S SECRETARIAT

Islamabad the 3rd October, 2025

VACANCY ANNOUNCEMENT

The Wafaqi Mohtasib Secretariat intends to hire the services of the following staff for **Head Office, Islamabad**, 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	Required qualification / Experience
1.	Assistant (equivalent to BS-15)	02	<ul style="list-style-type: none">Bachelor's degree from any recognized university.Must be computer literate.
2.	Stenotypist (equivalent to BS-14)	02	<ul style="list-style-type: none">IntermediateMinimum speed of 80/40 w.p.m. in shorthand/typing, respectively.Must be computer literate.
3.	Lower Division Clerk (LDC) (equivalent to BS-11)	01	<ul style="list-style-type: none">Matric with typing speed of 30 w.p.m.Must have proficiency in usage of Computer.

- Both fresh candidates as well as retired government employees can apply.
- Maximum age limit for retired government servants shall be 65 years.
- Preference would be given to the candidates belonging from the station concerned (**Islamabad/Rawalpindi**) or contiguous districts.

2. The interested candidates fulfilling the required criteria may submit their application for the desired post alongwith attested copies of the relevant documents within 14 days after publication of this advertisement on the address given below:

Director (Admn)
Wafaqi Mohtasib Secretariat 36, Constitution Avenue, Sector G-5/2, Islamabad. 051-9217212