

# WAFAQI MOHTASIB (OMBUDSMAN)'S SECRETARIAT

## VACANCY ANNOUNCEMENT

The Wafaqi Mohtasib Secretariat intends to hire the services of following staff for **Wafaqi Mohtasib Secretariat, Head Office, Islamabad and its Regional Offices** 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	Required qualification / Experience
1.	<b>APS</b> (equivalent to BS-16)	01	<ul style="list-style-type: none"><li>• Second class or Grade "C" Bachelor's degree from a University recognized by HEC.</li><li>• A minimum speed of 100/50 w.p.m. in shorthand/typing respectively</li><li>• Must be computer literate</li></ul>
2.	<b>Stenotypist</b> (equivalent to BS-14)	01	<ul style="list-style-type: none"><li>• Intermediate</li><li>• Minimum speed of 80/40 w.p.m. in shorthand/typing respectively.</li><li>• Must be computer literate.</li></ul>
<ul style="list-style-type: none"><li>• Both fresh candidates as well as retired government employees can apply.</li><li>• Maximum age limit for retired government servants shall be 65 years.</li></ul>			

2. The Interested candidates fulfilling the required criteria may submit their application for the desired post alongwith attested copies of the relevant documents, on the address given below:-

<b>Wafaqi Mohtasib Secretariat</b>
<b>Director (Admn)</b> Wafaqi Mohtasib Secretariat, 36, Constitution Avenue, Sector G-5/2, <b>Islamabad.</b>