



# 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 (BS-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](http://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.

**Director (Admn)**  
**Wafaqi Mohtasib (Ombudsman)'s Secretariat,**  
**36-Constitution Avenue, Sector G-5/2,**  
**Islamabad.**  
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