



WAFAQI MOHTASIB (OMBUDSMAN)'S SECRETARIAT

APPLICATIONS FOR VACANT POSTS

Applications are invited for filling up the following posts from eligible candidates. The required qualification and allocation for the posts are given below:-

S. No.	Name of Post	Qualification	Age including 5 years General Age Relaxation	No. of Posts and Station	Quota
1.	Assistant Private Secretary (BPS-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	Head Office Islamabad=05 Regional Office, Karachi=01 Regional Office, Faisalabad=01 Regional Office, Sukkur=01 Regional Office, Hyderabad=01	Open Merit=05 Punjab (Women)=03 KPK (Merit)=01
2.	Stenotypist (BPS-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	Head Office Islamabad=09 Regional Office, Lahore=09 Regional Office, Karachi=05 Regional Office, Sukkur=01 Regional Office, Faisalabad=01 Regional Office, D.I Khan=01 Regional Office, Hyderabad=01 Regional Office, Abbottabad=03 Regional Office, Quetta=01	Open Merit=05 Punjab (Open Merit)=04 Punjab (Women)=05 Punjab (Minorities/Non-Muslims)=01 Sindh (R) (Merit)=04 Sindh (R) (Women)=01 Sindh (R) (Minorities/Non-Muslims)=01 Sindh (U) (Open Merit)=01 Sindh (U) (Women)=01 KPK (Open Merit)=05 KPK (Women)=01 GB (Merit)=01 Balochistan (Women)=01
3.	Upper Division Clerk (BPS-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	Head Office, Islamabad=07 Regional Office, Lahore=03 Regional Office, Karachi=02 Regional Office, Peshawar=01 Regional Office, Hyderabad=01	Open Merit=07 Punjab (Women)=03 Sindh (R) (Merit)=04
4.	Lower Division Clerk (BPS-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	Head Office Islamabad=06 Regional Office, Karachi=02 Regional Office, Peshawar=02 Regional Office, Quetta=01 Regional Office, Sukkur=02 Regional Office, D.I Khan=01 Regional Office, Hyderabad=01 Regional Office, Gujranwala=01	Open Merit=05 Punjab (Open Merit)=01 Punjab (Women)=03 Punjab (Disable)=01 Sindh (R) (Merit)=03 Sindh (R) (Women)=01 KPK (Women)=01 AJK (Merit)=01

- Interested/eligible candidates, who fulfill the criteria mentioned against each for the above posts must apply online through National Job Portal's official website: <https://njp.gov.pk> within 15 days of publishing of this advertisement.
- Wafaqi Mohtasib Secretariat reserves the right to increase/decrease the number of posts or postpone/ cancel the recruitment process at any stage.
- Preference will be given to the candidates for the post of UDC (BPS-11) acquainted with computer/typing skills and having work experience of semi judicial institution.
- Only shortlisted candidates will be called/ invited for test/ interview.
- Age relaxation will be given as per rules and regulations of the Federal Government.
- The candidate already in Government service shall have to produce NOC from the parent department at the time of the test.
- No TA/DA shall be admissible for appearing in Test/Interview.
- For complaints and help kindly contact via email (info@njp.gov.pk) and phone number 051-9265064.

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