

SITUATION VACANT

Applications are invited from suitable candidates (male/female) for recruitment in the Ministry of Federal Education & Professional Training against the following post(s):-

S.#	Name of the Post & pay scale	No. of posts	Qualifications/ Experience	Domicile/ Quota	Age Limit
1.	Stenotypist (BS-14) (English)	07	<ul style="list-style-type: none"> • Intermediate. • Minimum speed of 80/40 w.p.m in shorthand & typing respectively. • Must be computer literate. 	Merit - 01 Punjab – 03 Sindh (U) - 01 Sindh (R) - 01 KPK - 01	18-25 Years
2.	Cashier (BS-14)	01	<ul style="list-style-type: none"> • Graduate/B.Com • Must be computer literate. • Preferably Accounts literate. • The selected candidates shall have to undertake 06 weeks IT Basic Training Course including MS Office conducted by the NITB within one year. 	Merit	18-25 years
3.	LDC (BS-09)	02	<ul style="list-style-type: none"> • Matriculation with typing speed of 30 w.p.m • The selected candidates shall have to undertake 03 weeks IT Basic Training Course including MS Office conducted by the (NITB) within one year. 	Punjab – 01 Sindh (R) -01	18-25 years
4.	Naib Qasid (BS-01)	12	Primary	Local based ICT (one post reserved for disable quota)	18-25 years

Note:- In all cases the General Instructions/Recruitment Policy of Establishment Division contained in their O.M. No.53/1/2008-SP, dated 22.10.2014, 16.01.2015, 03.03.2015 and 06.05.2020 will be followed.

Terms & conditions:

Recruitment to the above posts would be temporary and subject to the following conditions:-

- Only shortlisted applicants will be called for test/interview.
- Five (05) years general age relaxation will be allowed as per Government Policy.
- Application form can be downloaded from the website of the Ministry of Federal Education & Professional Training. www.mofept.gov.pk.
- Applicants already in Government service should apply through proper channel and would be required to produce NOC at the time of interview.
- A candidate may apply for more than one post by submitting separate application form for each post.
- Applicant shortlisted for interview shall present his/her original documents alongwith set of attested copies of degree/certificates etc.,
- Information provided in the application form will be verified and in case of any false or forged information and fake or bogus documents Ministry of Federal Education & Professional Training reserve the right to cancel candidature at any stage (even after employment, if so discovered later) and to initiate a legal action against the applicant.
- Ministry of Federal Education & Professional Training reserve the right to cancel the recruitment process in part or whole, increase/decrease the number of posts as per requirement against any post at any stage without assigning any reason.
- No TA/DA would be admissible for appearing in test/interview.
- Applications alongwith copy of CNIC and two (02) passport size latest photographs, on the prescribed format shall reach to Section Officer (Admn), M/o Federal Education & Professional Training, Block-C, Pak Secretariat, Islamabad within 15 days after issuance of this advertisement. Applications, incomplete or received after due date will not be entertained. **Please do not attach any other document with the application form.**

Section Officer (Admn)
Block 'C', Pak Secretariat
Islamabad.

APPLICATION FORMAT

Photograph

Post applied for: _____

1. Name:- _____

2. Father's Name:- _____

3. Date of Birth:- _____

4. Domicile:- _____

5. Qualification:- _____

6. Experience:- _____

7. CNIC No. _____ (attested copy must be attached)

8. Postal Address:- _____

9. Cell/Contact No. _____

Date:- _____

Signature of Applicant: _____