



SITUATION VACANT

The Finance Division of the Government of Pakistan intends to fill the vacant posts of Assistant Private Secretaries (BS-16) on contract basis initially for a period of one (01) years, further extendable as per policy:-

S. No.	Name of Post and BPS	No. of Posts	Qualification	Age Limit	Quota	
1.	Assistant Private Secretary (BS-16)	30	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.	20-28	Merit=02	
					Punjab	Merit=13
						Women=01
						Minorities=01
					Sindh (R)	Merit=03
					Sindh (U)	Merit=02
					KPK	Merit=03
						Women=01
					Balochistan	Merit=02
					Ex-FATA	Merit=01
					AJK	Merit=01

Terms and Conditions

1. Interested candidates shall apply online on website www.njp.gov.pk within 15 days of date of publication of advertisement. Manual/hardcopy of applications will not be entertained.
2. Provision of original documents shall be mandatory at the time of interview.
3. Incomplete applications shall not be entertained.
4. All the candidates applying for the above-mentioned post(s) shall be entitled to an upper age limit relaxation as per Establishment Division' SRO 586(1)/99, dated 18-05-1999, and F.9/2/91-R.5, dated 28-11-2000 and clarification dated 24-06-2010 as amended from time to time. This relaxation shall be over and above any other relaxation in age limit, if admissible under the rules.
5. No TA/DA will be admissible for the purpose of test/Interview.
6. Information provided in the application form will be verified in case of offer of appointment. In case of any false or forged information, Finance Division reserves the right to cancel candidature at any stage (even after employment, if so discovered later) and will initiate a legal action against the applicant.
7. Finance Division (Main) reserves the right to increase/decrease the number of posts at any stage, subject to their availability.

