



Government of Pakistan

Ministry of Parliamentary Affairs

Applications are invited from the suitable candidates for the following vacant posts in the Ministry of Parliamentary Affairs. Appointments shall be made on purely merit/regional and other quota basis. Candidates possessing the requisite qualification, age, experience, domicile of the respective Province etc. are eligible to apply.

S. No	Name of the Post with BPS	No. of posts	Qualification/Experience Required	Domicile/Quota	Minimum and maximum age limit
1.	Stenotypist (BPS-14)	06	i) Intermediate ii) A minimum speed of 80/40 W.P.M in shorthand/typing in English respectively iii) Computer literates will be preferred	Punjab (Merit) 03 Punjab (Minorities) 01 Sindh (R) (Merit) 01 KPK (Merit) 01	18-25 years
2.	Data Entry Operator (BS-14)	01	i) Bachelor Degree in Physics/Mathematics/ Statistics/economics with a minimum speed of 10000 key Depression per hour for data entry ii) Certificate in Desktop Publishing using quark Express, Ms word and Page Maker on PCs and Macintosh Computer. iii) Persons having experience in the relevant field shall be preferred.	Punjab (Merit) 01	18-25 years
3.	U.D.C (BS-11)	03	i) Intermediate ii) Computer literates will be preferred	Punjab (Merit) 01 KPK (Merit) 01 Balochistan 01	18-25 years
4.	L.D.C (BPS-09)	07	i) Matric ii) Minimum Typing Speed 30W.P.M iii) Computer literates will be preferred	Punjab (Merit) 03 Sindh (R) (Merit) 01 Sindh (U) (Merit) 01 KPK (Merit) 02	18-25 years
5.	Driver (BPS-04)	02	i) Primary pass ii) Valid driving license holder and well versed in the traffic rules iii) Preference will be given to experienced persons	Local basis 02	18-30 years
6.	Naib Qasid (BPS-01)	03	Primary Pass	Local basis 03	18-25 years
7.	Farrash (BPS-01)	01	Primary Pass	Local basis 01	18-25 years

Note:

- Interested/eligible candidates who fulfill the criteria mentioned against each for the posts mentioned at serial No. 01 to 04 may apply online through this Ministry's Link "<http://www.mopa.gov.pk/jobs>".
- Interested /eligible candidates who fulfill the criteria for the posts mentioned at serial No. 05 to 07, may send their applications to this Ministry on the prescribed form given below, which is also available at website of Ministry of Parliamentary Affairs i.e. www.mopa.gov.pk.
- Direct applications for the posts at S.No. 01 to 04 will not be entertained.
- The Government Servants may apply through proper channel
- Government Servants who have completed two years continuous service on the closing date of receipt date of the application would be granted age relaxation as admissible under the rules.
- The general age relaxation for period of 5 years in upper age limit would be granted as admissible under the rules.
- No TA/DA will be admissible for test and interview.
- Incomplete application forms or received after due date will not be entertained.
- Post applied for must be mentioned clearly on the top right corner of the envelope.
- Candidates will have to produce original certificate at the time of test/interview (copies of certificates need not to be attached with application forms).Only short listed candidates on the basis of eligiabilty / suitability will be called for test / interview.
- This Ministry reserves the right either to increase or decrease the number of vacancies.
- The candidates who fulfill the above mentioned conditions may apply within 15 (fifteen) days of the publication of this advertisement.

(Hafeezullah Khan)
Section Officer (Admn)
Ministry of Parliamentary Affairs
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Pak-Secretariat, Islamabad
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Application Form

Paste 1"x1"
photo here

Name of Post _____ BPS _____

1. Name (in capital letters) _____

2. Father's / Husband's Name _____
(for female married candidates)

3. Gender _____ 4. Religion _____

5. Date of Birth _____ 6. CNIC No. _____

7. Domicile (District) _____ Province _____

8. Postal Address _____

9. Permanent Address _____

10. Contact No. Office _____ Res _____ Mobile _____

11. Educational Qualifications:-

Qualification	Passing Year	CGPA/Division/Grade/ % age of Marks	School/Board/University

12. Shorthand/Typing & Computer Literacy (Where applicable) _____

Declaration: I, hereby undertake that information provided by me is correct to the best of my knowledge, I am also aware that any false information will lead to disqualification of my candidature.

Date: _____

Signature of Applicant _____