



No. F. 1(1) Admn/2020
GOVERNMENT OF PAKISTAN
MINISTRY OF KASHMIR AFFAIRS &
GILGIT BALTISTAN

SITUATION VACANT

Applications are invited from Male/Female Citizens of Pakistan to fill the following vacant posts in Ministry of Kashmir Affairs & Gilgit Baltistan having requisite qualification, experience, domicile, age against the following positions:-

| Name of Post & BPS | No of Posts | Qualification and Experience | Minimum/ Maximum Age limit (In years) | Provincial / Regional Quota | No. of Posts |
|----------------------|-------------|---|---|---|--------------|
| Stenotypist (BPS-14) | 05 | <ul style="list-style-type: none">IntermediateShorthand speed 80 words per minuteTyping speed 40 words per minuteMust be Computer literate | 18-25 (plus five years age relaxation in upper age limit) | Open Merit | 01 |
| | | | | Punjab including Islamabad | 02 |
| | | | | Sindh (Urban) (Minorities) | 01 |
| | | | | Punjab including Islamabad (Minorities) | 01 |

Terms and Conditions:

1. Those who fulfill qualification/experience may apply on the prescribed form alongwith an attested copy of CNIC and One latest coloured passport size photograph.
2. The applications should reach the **Office of Section Officer (Admn), Room No 133, 1st Floor, R Block, Pak Secretariat, Islamabad** within 15 days of publication of this advertisement.
3. Applications are acceptable only on the prescribed form. Incomplete applications or those which are received after due date will not be entertained. **Prescribed form is also available at Ministry's website www.kana.gov.pk.**
4. The relevant/required documents (in original) should be submitted / shown at the time of interview. Copies of documents will not be entertained.
5. Ministry of Kashmir Affairs reserves the right to cancel/reduce or enhance the number of posts at any time.
6. Applicants who are in Government service must apply "**Through Proper Channel**". Advance copies will not be acceptable.
7. Age relaxation will be given as per Government Rules.
8. Recruitment shall be made as per policy vide O.M No. 53/1/2008-SP dated 22nd October, 2014 and mechanism devised by Establishment Division vide O.M No. 53/1/2008-SP dated 16th January, 2015 and as amended from time to time.
9. Female, disabled and Minorities will be encouraged to apply.
10. Only those candidates who fulfill the eligibility criteria will be called for Test/ Interview.
11. No TA/DA will be admissible to appear for Test/Interview.

(Muhammad Iqbal Shah)
Section Officer (Admn)
Ph: 051-9208657