



No. 2(1)/2020-Admn-I/HR-II  
GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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**SITUATION VACANT**

Applications are invited to fill following regular posts in Ministry of Commerce, Islamabad: -

S. No.	Name of the Posts	No. of Vacancies	Minimum Qualification & Experience	Domicile & Regional Quota	Age
1.	Assistant (BPS-15)	03	Graduation. Preferably computer literate. 06 weeks Basic IT course conducted by NITB is mandatory before completion of probation period.	<b>Balochistan (02)</b> (General) <b>FATA (01)</b> (General)	18 to 33 years (05 years general relaxation is included)
2.	Statistical Assistant (BPS-15)	01	Graduation with Economics/ Statistics/ Mathematics as one of the subjects.	<b>Merit</b> (General)	18 to 30 years (05 years general relaxation is included)
3.	Steno-typist (BPS-14)	37	i) Intermediate ii) A minimum speed of 80/40 w.p.m. in shorthand/typing respectively. iii) Must be Computer literate	<b>Merit (04)</b> (03) General (01 female) <b>Punjab (19)</b> (12 General) (04 female) (02 Minority) (01 Disable) <b>Sindh Urban (03)</b> (2 General) (01 female) <b>Sindh Rural (02)</b> (01 General) (01 female) <b>Khyber Pakhtunkhwa (03)</b> (2 General) (01 female) <b>Balochistan (01)</b> (General) <b>FATA (02)</b> (General) <b>GB (01)</b> (General) <b>AJK (02)</b> (General)	18 to 30 years (05 years general relaxation is included)

4.	Lower Division Clerk (BPS-09)	25	Matric with minimum typing speed 30 w.p.m. 03 weeks Basic IT course conducted by NITB is mandatory before completion of probation period.	<b>Merit (02)</b> (General) <b>Punjab (13)</b> (10 General) (02 female) (01 Minority) <b>Sindh Urban (02)</b> (General) <b>Sindh Rural (03)</b> (2 General) (01 female) <b>Khyber Pakhtunkhwa (02)</b> (General) <b>Balochistan (01)</b> (General) <b>FATA (01)</b> (General) <b>AJK (01)</b> (General)	18 to 30 years (05 years general relaxation is included)
5.	Staff Car Driver (BPS-04)	07	i. Primary Pass ii. Valid driving license from National Highways & Motorway Police and well versed with traffic rules/ signs	<b>ICT (03)</b> <b>Balochistan (01)</b> <b>Sindh (R) (02)</b> <b>FATA (01)</b>	18 to 35 years (05 years general relaxation is included)
6.	Dispatch Rider (BPS-04)	01	i. Primary Pass ii. Valid driving license from National Highways & Motorway Police and well versed with traffic rules/ signs	<b>Punjab</b>	18 to 35 years (05 years general relaxation is included)
7.	Duplicate Machine Operator (BS-04)	01	i. Primary Pass ii. Knowledge of operating duplicating/ photocopy machine essential.	<b>ICT</b>	18 to 30 years (05 years general relaxation is included)
8.	Photocopy Machine Operator (BS-04)	01	i. Primary Pass ii. Knowledge of operating photocopy machine essential.	<b>ICT</b>	18 to 30 years (05 years general relaxation is included)

9.	Naib Qasid (BPS-01)	11	Primary Pass	<b>ICT (5)</b> <b>Balochistan</b> <b>(02)</b> <b>Sindh Urban</b> <b>(02)</b> <b>Sindh Rural</b> <b>(01)</b> <b>FATA (01)</b>	18 to 30 years (05 years general relaxation is included)
10	Regular Farash (BPS-01)	03	Primary Pass	<b>Punjab (02)</b> <b>Khyber</b> <b>Pakhtunkhwa</b> <b>(01)</b>	18 to 30 years (05 years general relaxation is included)
11	Chowkidar (BPS-01)	02	Primary Pass	<b>ICT (01)</b> <b>Punjab (01)</b>	18 to 30 years (05 years general relaxation is included)
<b>Total</b>		<b>92</b>			

**How to Apply:**

1. All recruitment shall be made in accordance with Establishment Division's recruitment policy vide O.M. No. 53/1/2008-SP, dated 22<sup>nd</sup> October, 2014 as amended from time to time.
2. Only shortlisted applicants will be called for test/ interview.
3. Five years general age relaxation has been included in the above-mentioned column of age limit. Any other relaxation in age limit will be given as per Government of Pakistan rules.
4. Application form can be filled-in-directly on the application portal on the website of the Ministry of Commerce (<https://www.commerce.gov.pk/about-us/career-jobs/>) and National Jobs Portal (<http://njp.gov.pk/>)
5. Applicants already in Government service may apply through proper channel and would be required to produce NOC at the time of interview.
6. Applicants shortlisted for interview shall present his/her original documents along with set of attested copies of degrees / certificates issued by HEC/ recognized board/ university/ institute.
7. Applicants for the post of Staff Car Drivers/ Dispatch Riders who do not have Driving License issued by DLA NH&MP may get their Driving license from DLA, NHMP or may convert their existing License from concerned authority.
8. Information provided in the application form will be verified and in case of any false or fogged information and fake or bogus documents, Ministry of Commerce reserves the right to cancel candidature at any stage (even after appointment, if so discovered later) and to initiate legal action against the applicants.

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9. The Ministry of Commerce reserves the right to cancel the recruitment process in part or whole and to increase/ decrease the number of posts as per recruitment against any post at any stage without assigning any reason.
10. No TA/DA will be admissible for the purpose of test/ interview.
11. Applications on the prescribed format shall reach only through online National Jobs Portal in 15 days from the date of vacancy publication.

**Section Officer (HR-II)**

Ministry of Commerce

Islamabad

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