Government of Pakistan
Ministry of Economic Affairs,
(Economic Affairs Division)
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SITUATION VACANT

Applications are invited for the following vacant posts in the Economic Affairs Division, Islamabad against 6% Balochistan quota:

S. #	Name of Post	No. of Posts	Regional Allocation	Qualification	Age Limit
1.	Assistant (BPS-15)	01	Balochistan (Merit) = 01	i. Graduation ii. Preferably computer Literate. iii. Six (06) weeks Basic IT Training Course (including MS office conducted by NITB) is mandatory to be completed after selection before completion of probation period.	18-28 Yesar
2.	Stenotypist (BPS-14)	02	Balochistan (Merit) = 02	i. Intermediate ii. A minimum speed of 80/40 w.p.m. in shorthand/typing respectively. iii. Must be computer literate.	18-25 Years
3	UDC (BPS-13)	01	Balochistan (Merit) = 01	i. Intermediate ii. The selected candidate shall have to undertake 03- week Basic IT Training Course (including MS office conducted by NITB) is mandatory to be completed after selection before completion of probation period	18-25 Years
4.	L.D.C (BPS-11)	01	Balochistan (Merit) = 01	i. Matric ii. Minimum Typing Speed of 30 w.p.m. iii. The selected candidate shall have to undertake 03- week Basic IT Training Course (including MS office conducted by NITB) is mandatory to be completed after selection before completion of probation period.	18-25 Years
5.	Naib Qasid (BS-01)	01	Balochistan (Merit) = 01	i. Primary Pass.	18-25 Years

Abdul Basit
Computer Supervisor
October 2026 09:54:42 AM

GENERAL TERMS AND CONDITIONS:

i. The subject recruitment shall be made on criteria / mechanism defined by the Establishment Division vide their O.M No. 2/5/2026-BEFC/001, dated 22-10-2026 and 27-10-2026.
ii. Applicants already in government service may apply through proper channel and would be required to produce NOC alongwith their application form.
iii. Only short-listed candidates will be called for walk-in- interview. Applicants shortlisted for interview shall present his/ her original documents along with set of attested copies of degrees/ certificates issued by HEC/ recognized board/ universities/ institute.
iv. Selected Candidate have to submit Medical Certificate as required under Rule-17 of the Civil Servants (APT Rule, 1973) and in case a candidate is declared medically unfit the alternate candidate shall be offered the posts.
v. 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 Economic Affairs reserves the right to cancel candidature at any stage (even after employment, if so discovered later) and to initiate a legal action against the applicant.
vi. The Ministry of Economic Affairs reserves 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.
vii. No TA/DA will be admissible for the purpose of test/ interview.
viii. EAD will not be responsible for late receipt of application sent through post or by any other courier service.
ix. Five (5) year general age relaxation will be admissible a per General Age Relaxation Rules, 1993 as amended from time to time. In addition, any other age relaxation would be admissible as per Federal Government Rules.

HOW TO APPLY:

i. Interested male and female applicants meeting the requisite qualification and criteria are required to apply online the website www.njp.gov.pk.
ii. Application sent through email or by hand will not be entertained.
iii. Govt employees should apply online and provide NOC from their respective department to this Ministry before closing date of applications.
iv. Last date of submission of application form is 15 days from the date of publication of this advertisement.

Najeebullah Mandokhail
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