

**F.No. 6(3)/2021-Admn-I**  
**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF HOUSING & WORKS**



**ANNOUNCEMENT OF VACANCIES**

Applications are invited from Pakistani Nationals having requisite qualification, experience, domicile/quota and age to fill the following posts in Ministry of Housing & Works (Main):-

Sl.#	Name of Post with BPS	No of Post	Qualification	Age limit	Quota
1.	Assistant (BS-15)	02	Graduate (6-weeks basic IT training course (including MS Office) will be conducted by NITB after selection before completion of probation period).	18-28 years.	02-Punjab
2.	Stenotypist (BS-14)	04	Intermediate with 40/80 w.p.m speed in typing/ shorthand	18-25-Years	01-Merit, 01-Balochistan 01-Sindh (R) 01-Sindh (U)
3.	UDC (BS-11)	01	Intermediate (3-weeks basic IT training course (including MS Office) will be conducted by NITB after selection before completion of probation period).	18-25 Years	01-Punjab
4.	LDC (BS-09)	03	Matric with 30 w.p.m. typing speed. (3-weeks basic IT training course (including MS Office) will be conducted by NITB after selection before completion of probation period).	18-25 years	01-Merit 01-Balochistan 01-Sindh (R)
5.	Driver (BS-04)	03	i. Primary pass. ii. Valid Driving License and well versed with traffic rules.	18-30-years	02-Local basis 01- Punjab
	<b>Total:-</b>	<b>13</b>			

**Terms and Conditions:**

1. Recruitment will be made in accordance with the recruitment policy conveyed by the Establishment Division vide OM.No.53/1/2008-SP dated 22.10.2014, dated 16.01.2015 and 11.03.2020 as amended from time to time.
2. For the post of Stenotypist candidates who possess awareness about Computer Hardware and software in addition to requirement of prescribed qualification of the post shall be considered as extra qualification.
3. 5-years general age relaxation will be admissible under the rules.
4. Further relaxation in age will be admissible according to the Government policy/rules
5. Applicants serving in Government/Semi Government departments or autonomous bodies may apply through proper channel.
6. Incomplete applications, advance copies and those received after due date will not be entertained.
7. Date, place and time of test and interview will be intimated in due course.
8. Prescribed quota will be observed as per rules.
9. No TA/DA shall be admissible for appearing in test and interview.
10. Posts can be increased or decreased as per requirement.
11. Only shortlisted candidates will be called for test/interview.

**How to apply:**

- Interested candidates for the posts at Sl.No.1 to 4 must sign up on NJP official website at [njp.gov.pk](http://njp.gov.pk). and apply on-line with-in 15-days of the publication of this advertisement.
- Application for the post mentioned at Sl.1 to 4 submitted by hand or hard copies will not be entertained.
- For the post of Driver, applicant may download the prescribed Form available on Ministry's website [mohw.gov.pk/download](http://mohw.gov.pk/download) and forward attested copies of CNIC, 02-pictures, educational documents and valid Driving license copies to the undersigned within 15 days from the date of advertisement.

**Section Officer (Admn-I)**  
**Ministry of Housing & Works,**  
**Room No.233, B Block**  
**Pak. Secretariat, Islamabad.**