

Government of Pakistan
Ministry of National Food Security and Research

SITUATION VACANT

Applications are invited from Pakistani Nationals to fill the following posts on temporary basis which are likely to become permanent in Ministry of National Food Security and Research against provincial/regional/other quotas mentioned against each post:-

S. No.	Name of post/ BPS	No. of posts	Regional/ Provincial Allocation of Seats	Qualification and Experience	Age Limits including 5 year general age relaxation														
1.	Assistant (BS-15)	04	(i) Punjab (Merit) =02 (ii) Sindh (R) =01 (iii) KPK =01	(i) Graduation. (ii) Appointment will be subject to passing mandatory 06 (six) weeks basic IT Training Course (including MS office) conducted by NITB before completion of probation period.	18-33 Years														
2.	Stenotypist (BS-14)	14	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Merit</td> <td>=01</td> </tr> <tr> <td>Punjab</td> <td>Merit =06 Women =01 Non-Muslim =01</td> </tr> <tr> <td>Sindh (R)</td> <td>=02</td> </tr> <tr> <td>Sindh (U)</td> <td>=01</td> </tr> <tr> <td>KPK</td> <td>=01</td> </tr> <tr> <td>Ex-FATA</td> <td>=01</td> </tr> <tr> <td>Total</td> <td>=14</td> </tr> </table>	Merit	=01	Punjab	Merit =06 Women =01 Non-Muslim =01	Sindh (R)	=02	Sindh (U)	=01	KPK	=01	Ex-FATA	=01	Total	=14	(i) Intermediate. (ii) Shorthand and typing speed 80/40 w.p.m. respectively. (iii) Should be computer literate.	18-30 Years
Merit	=01																		
Punjab	Merit =06 Women =01 Non-Muslim =01																		
Sindh (R)	=02																		
Sindh (U)	=01																		
KPK	=01																		
Ex-FATA	=01																		
Total	=14																		
3.	UDC (BS-11)	01	Sindh (R) =01	(i) Intermediate. (ii) Appointment will be subject to passing mandatory 03 (three) weeks basic IT Training Course (including MS office) conducted by NITB before completion of probation period.	18-30 Years														
4.	LDC (BS-09)	06	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Merit</td> <td>=01</td> </tr> <tr> <td>Punjab</td> <td>Merit =01 Women =01</td> </tr> <tr> <td>Sindh (R)</td> <td>=01</td> </tr> <tr> <td>KPK</td> <td>=01</td> </tr> <tr> <td>Balochistan</td> <td>=01</td> </tr> <tr> <td>Total</td> <td>=06</td> </tr> </table>	Merit	=01	Punjab	Merit =01 Women =01	Sindh (R)	=01	KPK	=01	Balochistan	=01	Total	=06	(i) Matric/ SSC. (ii) Typing speed 30 w.p.m. (iii) Appointment will be subject to passing mandatory 03 (three) weeks basic IT Training Course (including MS office) conducted by NITB before completion of probation period.	18-30 Years		
Merit	=01																		
Punjab	Merit =01 Women =01																		
Sindh (R)	=01																		
KPK	=01																		
Balochistan	=01																		
Total	=06																		
5.	Urdu Typist (BS-09)	01	Punjab =01	(i) Matric/ SSC. (ii) Urdu typing speed 30 w.p.m. respectively. (iii) Appointment will be subject to passing mandatory 03 (three) weeks basic IT Training Course (including MS office) conducted by NITB before completion of probation period.	18-30 Years														
Total		26																	

1. The maximum age limit as prescribed in the recruitment rules shall be relaxed as under:-

S. No.	Category of candidates	Age relaxation admissible
(i)	a) Candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir and Gilgit Baltistan for all posts under the Federal Government. b) Candidates belonging to Sindh(R) and Balochistan for posts in BPS 15 and below under the Federal Government.	3 years.
(ii)	Released or Retired Officers/ personnel of the Armed Forces of Pakistan.	15 year or the number of years actually served in the Armed Forces, whichever is less.
(iii)	Government servants who have completed 2 years continuous Government service on the closing date for receipt of applications.	10 years, up-to the age of 55 years.
(iv)	Persons with Disabilities (PWDs) for appointment to posts in BPS 15 and below.	10 years
(v)	Widow, son or daughter of a deceased civil servant who dies during service.	05 years
(vi)	The five (05) years general relaxation admissible under the rules has already been included in the upper age limit.	

2. The age limit shall be calculated on the closing date of receipt of applications.
3. The recruitment will be made strictly according to government policy circulated vide Establishment Division O.M. No.F.53/1/2008-SP dated 22.10.2014 and subsequent modifications/ amendments, made therein.
4. Regional/ Provincial / other quota, as prescribed under the rules will be strictly observed. In addition, 2% quota for Persons with Disabilities (PWDs) and 5% quota for minorities will also be observed in case of availability of qualified candidates from the concerned province/ region.
5. Interested eligible candidates may apply online on National Job Portal (NJP) website: www.njp.gov.pk, and fill up the application form properly. Manual/hard copies of applications will not be entertained.
6. Government servants should apply through proper channel.
7. Transgender person will also be considered for appointment as per policy circulated vide Establishment Division O.M. No.8/1/2017-R-II dated 10.10.2022.
8. Incomplete application form will not be entertained.
9. Candidates applying for more than one post, shall apply separately for each post.
10. For further information, please visit National Job Portal (NJP) website.
11. Last date for submission of application on portal is 14-11-2022. Applications received after the closing date will not be entertained.
12. No need to send photocopies of application form/documents. However, original documents will be checked at the time of interview.
13. No TA/DA will be admissible for test/interview. Only shortlisted eligible candidates shall be called for test/interview.
14. This Ministry reserves the right to increase/decrease the number of posts in the advertisement or cancel the advertisement/process of recruitment at any time, if the circumstances, so warrants.

(ZEESHAN MUSTAFA)
Section Officer (Admn-I)
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