



**F. 2(13)/2020-Admn-IH
GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS AND
INTERFAITH HARMONY
(IH WING)**

JOB OPPORTUNITIES

Applications are invited for the following vacancies reserved for appointment in IH Wing, M/o Religious Affairs & Interfaith Harmony on purely temporary basis as per given regional/provincial quota against each post:

S. No.	Designation & BPS	Qualification	Age limit		No. of post	Provincial/Regional Quotas
			Minimum	Maximum		
1.	Assistant (BS-15)	Graduate	18 years	28 years	02	Punjab (Merit) 01 KPK (Merit) 01
2.	Stenotypist (BS-14)	i) Intermediate ii) Minimum speed of 80/40 words per minute in Shorthand and Typing respectively. iii) Must be computer literate	18 years	25 years	01	Punjab(Merit) 01
3.	U.D. C (BS-11)	Intermediate	18 years	25 years	01	Punjab (Merit) 01
4.	L.D. C (BS-09)	i) Matriculation ii) Minimum Typing Speed of 30 words per minutes	18 years	25 years	02	Punjab (Merit) 01 KPK (Merit) 01
5.	Naib Qasid (BS-01)	Primary Pass	18 years	25 years	01	Local basis 01
6.	Farash (BS-01)	Primary Pass	18 years	25 years	01	Local basis 01
Total posts					08	

- Candidates for the posts at serial No. 1 to 4 shall apply Online only on the prescribed **APPLICATION FORM** which is available on our website i.e. www.mora.gov.pk whereas, the applications for the posts at serial No. 5 & 6 shall be submitted in hard form at the address Interfaith Harmony Wing, 8th floor, Green Trust Tower, Blue Area, Islamabad.
- Applicants already in Government service or in the service of autonomous bodies, corporations, etc, must apply through proper channel otherwise application will not be entertained and they will have no right to claim.
- Incomplete applications, advanced copies and those received after due date will not be entertained.
- An applicant may apply for more than one post by submitting separate application for each post.
- Only short-listed candidates will be called for test / interview as per recruitment policy in vogue. No TA / DA will be admissible for this purpose.
- Indicate the position applied for on top left corner of the envelope. (Posts at S. No. 5 & 6 only)
- All candidates shall be entitled for five years general relaxation in upper age limit PLUS age relaxation admissible under Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993.
- Number of posts can be increased / decreased, depending upon requirement at the time of recruitment without assigning any reason.
- Applications on prescribed forms will be received within 15 days of the advertisement. Applications of the candidates for the posts of Naib Qasid and Farash along-with a copy of domicile must reach to the undersigned on given address within 15 days of the advertisement.
- Passing of Six weeks basic IT Training Course (including MS Office conducted by NITB) for Assistants and Three weeks basic IT Training Course (including MS Office conducted by NITB) for UDCs and LDCs, after selection and during probation period is mandatory.
- The candidates shall provide original documents alongwith set of attested copies of the degrees /

certificate by HEC / recognized Board/ Institute and any other documents at the time of interview. The information given by the applicants will be verified in due course of time and in case of any false or forged information / document given by the candidate, his/her candidature will be cancelled even after employment and legal action will also be taken.

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APPLICATION FORM
(For the applicants of S.No 5 & 6)

- Name of Post: _____
- Name of applicant: _____
- Father's Name: _____
- Date of Birth _____
- Age on closing date (YY-MM-DD) _____
- Domicile _____
- CNIC No. _____
- Educational Qualification _____
- Experience (if any) _____
- Postal Address _____
- Permanent Address _____
- Phone Number _____
- Mobile No. _____
- Email Address _____

Signature of Applicant: _____

(Syed Iftikhar Ahmed) Section Officer (Admn-IH)
M/o Religious Affairs & Interfaith Harmony
8th floor, Green Trust Tower, Blue Area, Ibd. Ph: 9203537



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**PASTE YOUR
PASSPORT SIZE
PHOTOGRAPH**

APPLICATION FORM

1. NAME OF POST: _____
2. NAME OF APPLICANT: _____
3. FATHER'S NAME: _____
4. DATE OF BIRTH (*dd/mm/yyyy*): _____
5. AGE ON CLOSING DATE: _____
6. DOMICILE: _____
7. CNIC NO. _____
8. QUALIFICATION: _____
9. EXPERIENCE (*If Any*): _____
10. POSTAL ADDRESS: _____

11. PERMANENT ADDRESS: _____

12. MOBILE NO.: _____
13. PHONE/ALTERNATE NO: _____
14. EMAIL ADDRESS: _____

SIGNATURE OF APPLICANT: _____