



File No. 7(4)/2022-Admn

GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS
AND INTERFAITH HARMONY

1st Floor, TUV Kohsar Block, Pak Secretariat, Islamabad

SITUATION VACANT

Applications are invited from suitable candidates for recruitment against the following (10) posts in the Ministry of Religious Affairs & Interfaith Harmony (RA&IH) Islamabad as mentioned against each post:-

Sr. #	Post	BPS	No. of Posts	Educational Qualification & Experience	Provincial / Regional Quota	Wing	Age Limit
1.	Assistant	15	01	I. Graduate ii. 06 weeks Basic IT Training Course (including MS Office from NITB) is mandatory after selection before completion of probationary period.	Merit = 01	RA	18 to 28 Years
2.	Stenotypist	14	05	I. Intermediate ii. Minimum speed of 80/40 w.p.m in shorthand/typing respectively. iii. Must be computer literate.	Punjab (Merit) = 01 Punjab (Merit) = 01 Punjab (Minorities) = 01 (left over) Sindh (R) = 01 KP (Merit) = 01 Total = 05	IH RA RA IH IH	18 to 25 Years
3.	UDC	11	02	I. Intermediate ii. 03 weeks Basic IT Training Course (including MS Office from NITB) is mandatory after selection before completion of probationary period.	Punjab (Merit) = 01 Sindh (R) = 01 Total = 02	RA RA	18 to 25 Years
4.	LDC	09	02	I. Matric ii. Minimum Typing speed of 30 w.p.m. iii. 03 weeks Basic IT Training Course (including MS Office from NITB) is mandatory after selection before completion of probationary period.	Balochistan = 01 Quota for Persons with Disabilities (PWDs) = 01 Total = 02	RA RA	18 to 25 Years

GENERAL INFORMATION/ INSTRUCTIONS

- The recruitment shall be made in accordance with the recruitment Policy conveyed by Establishment Division vide O.Ms dated 22.10.2014 and 53/1/2008-SP dated 06.05.2020 as amended from time to time.
- Only short-listed candidates will be called for test/ interview.
- Applicants already in Government service must apply through proper channel.
- An applicant may apply for more than one posts separately.
- All the candidates applying for the above-mentioned posts (s) shall be entitled for general relaxation of five years in upper age limit as per rules. Any other relaxation in upper age limit will be given as admissible under the rules.
- The candidates shall provide original documents along with 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 and in case of any false or forged information/ documents by the candidates, the Ministry of Religious Affairs & Interfaith Harmony reserves the right to cancel candidature of the particular candidate even after employment. Legal action will also be taken against such candidate.
- The Ministry of Religious Affairs & Interfaith Harmony reserves the right to increase or decrease the number of posts as per requirement against any post without assigning any reason or cancel the recruitment process at any stage.
- The written test will be conducted at Karachi, Islamabad, Lahore, Peshawar, Quetta, Multan and Sukkur centers only.
- Candidates are required to **apply online by visiting <https://njp.gov.pk>** within 15 days from the date of advertisement.
- No TA/DA will be admissible for appearing in test/ Interview.
- Applications submitted by hand or hard copies will not be entertained.

Section Officer (Admn)
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