



**FEDERAL PUBLIC SERVICE COMMISSION**  
AGA KHAN ROAD, F-5/1, ISLAMABAD  
PHONE NO. (051) 111-000-248, WEBSITE: WWW.FPSC.GOV.PK

## **SITUATION VACANT**

Applications are invited to fill the following temporary (likely to be continued) vacancies in the Federal Public Service Commission's Secretariat and its Provincial Offices;

S.No.	Name of Post with BS	No. of Posts	Qualification/Experience	Age Limits (Years)	Domicile/Quota
1.	Assistant (BS-15)	4	i Graduate ii 6 Weeks Basic IT Training course (including MS Office) conducted by NITB before completion of probation period.	18-33	Punjab (Open Merit =02) Sindh (Rural) = (Open Merit =01) Sindh (Urban) = (Open Merit =01)
2.	Statistical Assistant (BS-15)	1	Second Class Bachelor 's Degree with Statistics as one of the subjects.	21-35	Punjab = (women quota= 01)
3.	Stenotypist (BS-14)	14	i. Intermediate. ii. Minimum Speed of 80/40 w.p.m. in shorthand/typing respectively. iii. Must be computer literate.	18-30	Punjab = (open merit = 02, minorities = 01) Sindh (U) = (open merit = 03), Sindh (R) = (open merit = 01, women quota = 01) KPK = (open merit = 01, women quota= 01) Baluchistan = (open merit= 02) FATA = (open merit = 01) AJK = (open merit = 01)
4.	Data Entry Operator (BS-14)	3	i. Bachelor's degree with Physics/ Mathematics/Statistics/Economics/ Computer Science/IT from a university recognized by HEC. ii. Minimum speed of 10,000 key depressions per hour for data entry.	18-30	Punjab = (open merit = 01) Sindh (Rural) = (Open Merit =01) Baluchistan = (open merit= 01)
5.	Upper Division Clerk (BS-11)	3	i. Intermediate ii. 3 Weeks Basic IT Training course (including MS Office) conducted by NITB before completion of probation period.	18-30	Merit= 01 Punjab = (open merit = 01) Sindh (Rural) = (Open Merit =01)
6.	Lower Division Clerk (BS-09)	5	i. Matric ii. Minimum typing speed of 30 w.p.m iii. 3 Weeks Basic IT Training course (including MS Office) conducted by NITB before completion of probation period.	18-30	Punjab = (open merit = 02) Sindh (Rural) = (Open Merit =01) KPK = (women quota= 01) Baluchistan = (open merit= 01)
7.	Driver (BS-04)	2	i. Primary Pass ii. Valid Driving License holder and well versed in the traffic rules.	18-35	Local basis (ICT) = 02
8.	Naib Qasid (BS-01)	4	Primary pass.	18-30	Local basis (ICT) = 02 Punjab =(Open Merit) =01 KPK = (Open Merit)=01
9.	Khakroob (BS-01)	1	Primary pass.	18-30	Local basis (Lahore)= 01

### **Important instructions:**

- The Recruitment shall be made in accordance with Establishment Division's Recruitment Policy vide O.M. No.F.53/2008-SP dated 22.10.2014, 16.01.2015, 03.03.2015 as amended from time to time.
- Five years general age relaxation has already been clubbed in the age limits. However, other claims for relaxation will be considered as admissible under Establishment Division's SRO No. 1079(I)/93, dated 04.11.1993 and O.M. No. 9/2/91-R-5, dated 24.06.2010 as amended from time to time.
- Four (04) vacancies are reserved against 2% Quota for Disabled Persons, candidates who have disability certificate from Federal/Provincial Council for Rehabilitation of Disabled Persons and CNIC of disabled person will be considered against the vacancies reserved for disabled person quota. Disabled persons are also be eligible for age relaxation of 10 years in the upper age limit. Furthermore, first vacancies will be filled from disabled person quota merit list subject to fitness report regarding work of the disabled candidates, thereafter, remaining posts will be filled from general merit list.
- Upto 50% of the vacancies in posts in BS-1 to 4 shall be reserved for Ex-Servicemen in terms of Establishment Division's SRO No.1302(I)/90, dated 15.12.1990.
- Separate application must be submitted online for each post applied for. Application must be submitted, subject to fulfilment of eligibility criteria, within fifteen days of the advertisement in the press through FPSC website i.e. www.fpsc.gov.pk only. By hand/By post applications will not be entertained. Applicants already in service must apply through proper channel as well. Applicants must indicate test centres of their choice i.e. Islamabad/Lahore/Quetta/ Karachi and Peshawar, furthermore, calling of candidates for test/interview at any centre is the discretion of the department.
- Candidates must keep visiting FPSC's website from time to time for test/interview. Admission Certificates for Written Test will be placed on the FPSC's website for downloading and candidates will also be intimated through SMS as well.
- Bring downloaded copy of Admission Certificate along with original CNIC at the time of test/interview.
- Competent Authority reserves the right to fill any number of above-mentioned vacancies.  
No TA/DA will be admissible for appearing in test/interview.

**Deputy Director (HR)**