



F.No.3(9)/Admn-I/CC/2018
GOVERNMENT OF PAKISTAN
MINISTRY OF CLIMATE CHANGE
 LG&RD Complex, G-5/2, Islamabad

SITUATION VACANT

Applications are invited from suitable candidates having Pakistani Nationality domicile as indicated against each vacancy for appointment against the following vacant posts on regular basis:-

S.#	Name of the post & pay scale	No. of posts	Details of regional quota (domicile)	Age year	Qualification & experience
i.	Assistant (BS-15)	02	Punjab=01 KP=01	18-28	i) Graduate/B.Com (ii) Must be computer literate
ii.	Stenotypist (BS-14)	02	Merit= 01 Punjab (reserved for person with disability)= 01	18-25	i) Intermediate, ii. Maximum speed of 80/40 w.p.m. in shorthand/typing respectively. Must be computer literate.
iii.	Driver (BS-04)	01	Islamabad= 01	18-30	i). Primary pass ii. Valid driving licence holder and well versed in the traffic rules.
iii.	Naib Qasid (BS-01)	01	Punjab: 01	18-25	Primary pass
iv.	Farash (BS-01)	01	Punjab (reserved for person with disability) =01	18-25	Primary pass

TERMS AND CONDITIONS

- All the candidates applying for the above-mentioned post(s) shall be entitled to an upper age relaxation of five years in the maximum age limit given above any or other relaxation in age limit, if admissible under the rules.
- Following age relaxation is available, subject to the provision of documentary evidence, to the category of candidate specified below:-

S.#	CATEGORY OF CANDIDATES	AGE RELAXATION ADMISSIBLE
i.	Candidates belonging to scheduled castes, Buddhist Community and recognized tribes of the Tribal Areas	03 years
ii.	Released or Retired Offices/personnel of the Armed Forces of Pakistan.	15 years or the number of years actually served in the armed force of Pakistan whichever is less.
iii.	Government servants and contract employees who have completed 2 years continuous Government service on closing date for receipt of applications.	10 years, upto the age of 55 years.
iv.	Disabled persons for appointment to posts in BPS-15 and below	10 years
v.	Widow, son or daughter of a deceased civil servant who died during service.	05 years

Note:- If a candidate is entitled to age relaxation under more than one categories specified above, he/she shall be allowed relaxation in age only in one category.

- Provincial / regional quota will be observed as per rules.
- No TA/DA shall be admissible for Test/Interview.
- Only shortlisted candidates, fulfilling the prescribed requirements, will be called for test/interview.

HOW TO APPLY:

- As per given criteria, interested eligible candidates are required to apply online on the website www.njp.gov.pk.
- Closing date of applications is 15 days from the date of publication of this advertisement.
- Late & incomplete applications shall not be entertained.
- Government employees should apply online and provide NOC from their respective departments before closing date of the application to this Ministry.

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