



File No. 1(93)/2021-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 posts in the Ministry of Religious Affairs & Interfaith Harmony (RA&IH) Islamabad and Hajj Directorates in Pakistan as mentioned against each post:-

Sr #	Post	BPS	No. of posts	Educational Qualification & Experience	Provincial / Regional Quota	Place of Posting	Age Limit Years	
							Min.	Max.
1.	Assistant	15	04	i) Graduate. ii) 06 weeks Basic IT Training Course (including MS Office from NITB) is mandatory after selection before completion of probationary period.	Punjab (Merit) = 02 Sindh (R) (Merit) = 01 KPK (Merit) = 01 Total = 04	IH = 01 Dte. of Hajj, Lahore = 01 Dte. of Hajj, Sukkur = 01 IH = 01	18	28
2.	Stenotypist	14	05	i) Intermediate ii) Minimum speed of 80/40 w.p.m in shorthand/ typing respectively. iii) Must be computer literate.	Merit = 01 Punjab (Merit) = 01 Punjab (Minorities) = 01 Sindh (R) (Merit) = 01 KPK = 01 Total = 05	RA = 01 IH = 01 RA = 01 RA = 01 RA = 01	18	25
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 KPK (Merit) = 01 Total = 02	IH = 01 RA = 01	18	25
4.	LDC	09	06	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	Punjab (Merit) = 02 KPK (Merit) = 02 Sindh (R) (Merit) = 01 Ex-FATA (Merit) = 01 Total = 06	RA = 01, IH = 01 RA = 01, IH = 01 RA = 01 RA = 01	18	25
5.	Driver	04	01	i) Primary Pass. ii) Valid Driving license holder and well versed in the traffic rules	KPK (Merit) = 01	Directorate of Hajj, Peshawar = 01	18	30
6.	DMO	04	01	i) Primary Pass. ii) Knowledge of operating duplicating machine essential.	Merit = 01	RA = 01	18	25
7.	Naib Qasid	01	10	Primary Pass.	Local basis = 05 Merit = 04 Local Basis (Sukkur) (Disabled quota) = 01 Total = 10	RA = 08 IH = 01 Dte. of Hajj Sukkur = 01	18	25
8.	Farash	01	01	Primary Pass.	Local basis = 01	IH = 01	18	25
9.	Sanitary Worker	01	02	Primary Pass.	Local Basis = 01 Local Basis = 01	Dte. of Hajj, Peshawar Dte. of Hajj, Quetta	18	25
Total			32					

GENERAL INFORMATION/ INSTRUCTIONS

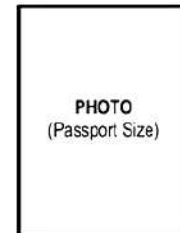
- The recruitment shall be made in accordance with the recruitment Policy conveyed by Establishment Division vide O.Ms dated 22.10.2014 and 53/1/2008-SP dated 05.05.2020 as amended from time to time and for appointment in BPS-01 to BS-05 vide Notification dated 11.03.2020.
- Only short-listed candidates will be called for test/ interview.
- Applicants already in Government service must apply through proper channel otherwise application will not be entertained and they have no right to claim.
- Incomplete applications, advance copies, and those received after due date will not be entertained.
- An applicant may apply for more than one posts by submitting separate application form for each post.
- All the candidates applying for the above-mentioned posts (s) shall be entitled for 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 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 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 the said 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.
- Applications as per format given below alongwith copy of CNIC and 01 photograph may reach to **Section Officer (Admn), Ministry of Religious Affairs & Interfaith Harmony, 1st Floor, TUV-Kohsar Block, New Secretariat, Islamabad** within 15 days from the date of advertisement. Please do not attach any other document with the application form.
- Candidates can also apply online by visiting the link <https://mora.gov.pk> within 15 days from the date of advertisement, those who apply online, they do not need to forward application through courier service/ mail.
- No TA/DA will be admissible for appearing in test/ Interview.

Section Officer (Admn)
Ph: 051-9208035

APPLICATION FORM

- Name of Post : _____
- Name of Applicant: _____
- Father's Name: _____
- Date of Birth: _____
- Age on closing date: _____ (YY-MM-DD)
- Domicile: _____
- Religion: _____
- Disabled (Tick any one) (i) Yes (ii) No
- CNIC No:
- Educational Qualification: _____
- Experience (if any): _____
- Postal Address: _____
- Permanent Address: _____
- Phone Number: _____
- Mobile No: _____
- Email Address: _____
- Tick anyone of the test centers:

Islamabad	Lahore	Sukkur	Karachi	Quetta	Peshawar
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PID(1)1421/21

Signature of the Applicant