

## GOVERNMENT OF PAKISTAN MINISTRY OF FOREIGN AFFAIRS

## SITUATION VACANT

Applications are invited from suitable candidates for recruitment in the Ministry of Foreign Affairs against the following posts: -

Sr.#	Name of Post/ Pay Scale	Age Limit	Domicile/Quota		Qualification and Experience
1.	Assistant (BS-15)	18-33 years (including 05 years general relaxation)	Punjab General Seat-02 Sindh (Rural) General Seat-01 Minority -01 Total	02 02 04	Graduation     Preferably computer literate     06 (six) weeks Basic IT Training Course (including MS Office conducted by NITB is mandatory for selection before completion of probation period.
2.	Cypher Assistant (BS-15)	18-30 years (including 05 years general relaxation)	Merit Punjab General Seat-09 Women -03 Minority -02 Disable -01 Sindh (Rural) General seat-02 Minority -01 Sindh (Urban) General Seat-02 Women -01 KPK General seat - 01 Minority - 01 Balochistan Women -01 GB	01 15 03 03 02 01	<ul> <li>Graduation preferably in Mathematics/Statistics as one of the subjects</li> <li>Good knowledge of computer applications</li> <li>Minimum typing speed of 30 w.p.m.</li> <li>Knowledge of shorthand shall be preferred</li> </ul>
			General seat - 01 Total	01 26	
3.	Communication Assistant (BS-15)	18-30 years (including 05 years general relaxation)	Merit Punjab General Seat-04 Women - 01 Sindh (Rural) General Seat - 01 KPK General Seat - 02 Total	01 05 01 02 09	Graduation     Minimum typing speed of 30 w.p.m.
4.	Stenotypist (BS-14)	18-30 years (including 05 years general relaxation)	Merit Punjab Women - 05 Minority - 04 Disable - 02 Sindh (Rural) General Seat - 01 Women - 02 Minority - 01 KPK General Seat - 02 Women - 02 Minority - 01 Balochistan General Seat - 01 Women - 01	08 11 04 05	Intermediate     A minimum speed of 80/40 w.p.m. in shorthand/typing respectively     Must be computer literate

			GB General Seat - 01	0.1	
			Total	<u>01</u> <b>31</b>	
5.	Operational Support Technician (BS-14)	18-30 years (including 05 years general relaxation)	Merit	01	BCS from HEC recognized university. Well versed in troubleshooting operating system, network, hardware and software related issues OR B.Sc/BA from HEC recognized university with 6-months certificate in IT Well versed in troubleshooting operating system, network, hardware and software related issues
6.	Upper Division Clerk (BS-11)	18-30 years (including 05 years general relaxation)	Merit Punjab General Seat - 14 Minority - 01	04 15	Intermediate
			Sindh (Rural) General Seat - 04 Women - 01	05	
			Sindh (Urban) General Seat - 02	02	
			KPK General seat - 04 Women - 01	05	
			Balochistan General seat - 03 Total	03 34	
7.	Lower Division Clerk (BS-09)	18-30 years (including 05 years general relaxation)	Merit Punjab General seat-11 Minority -01 Disable 01	ot. 13	<ul> <li>Matric</li> <li>Minimum typing speed of 30 w.p.m.</li> </ul>
			Sindh (Rural) General seat-03 Women - 01 Minority -01	05	
			Sindh (Urban) General seat-02 Women -01	03	
			<u>KPK</u> General seat-09 Minority -01	10	
			FATA General seat – 03 Total	03 44	
8.	Technician (BS-09)	18-30 years (including 05 years general relaxation)	Merit	01	FA/F.Sc  6-months diploma or experience in LCD, printers, computers, laptop, network and their parts repairin  or experience in LCD, printers, computers, laptop, network and their parts repairing
9.	Driver (BS-04)	18-35 years (including 05 years general relaxation)	Merit <u>Punjab</u> General seat - 07  Sindh (Rural)	01 07	<ul> <li>Primary pass</li> <li>Valid driving license holder</li> <li>Well-versed in the traffic rules</li> </ul>
		Telazation)	General seat - 02 Sindh (Urban) General seat - 01	02 01	
			<u>KPK</u> General seat - 02 <u>Balochistan</u>	02	
			General seat - 01 Total	01 14	

10.	Dispatch Rider (BS-04)	18-35 years (including 05 years general relaxation)	Punjab General seat - 01 Total	01 01	Primary pass     Valid driving license holder     Well-versed in the traffic rules
11.	Duplicating Machine Operator (DMO) (BS-04)	18-30 years (including 05 years general relaxation)	Local Based - 01  Merit - 01  Punjab  General seat - 01	01 01 <u>01</u>	Primary pass     Knowledge of operating duplicating machine essential
_			Total	03	
12.	Naib Qasid (BS-01)	18-30 years	Merit	02	Primary pass
		(including 05 years general relaxation)	Punjab General Seat - 14 Women - 02 Minority - 01	17	
			Sindh (Rural) General Seat – 03 Women –01	04	
			Sindh (Urban)   General Seat – 02   Women -01   KPK	03	
			General Seat – 01 Women -02 Minority -01 Balochistan	04	
			General Seat – 02 FATA	02	
			General seat – 01  AJK  General seat – 01	01	
			Total	34	
13.	Sanitary Worker (BS-01)	18-30 years (including 05	Merit Punjab	01	Primary pass
		years general relaxation)	General seat 03 Sindh (Rural) General seat - 01	03	
			Sindh (Urban) General seat - 01	01	
			<u>KPK</u> General seat - 01	<u>01</u>	
		U.	Total	07	

## Terms and Conditions:

- Only shortlisted applicants will be called for test/ interview.
- Five years general age relaxation has been included in the above-mentioned column of age limit. Any other relaxation in age limit will be given
  as per Government of Pakistan rules.
- Application form can be filled-in directly on the application portal on the website of the Ministry of Foreign Affairs (http://prosys.mofa.gov.pk/application\_form/form.php).
- 4. Applicants already in Government service may apply through proper channel and would be required to produce NOC at the time of interview.
- 5. A candidate may apply for more than one post by submitting separate application form for each post.
- Employees of the Ministry of Foreign Affairs on contract/contingent basis/daily wages will be allowed age relaxation and award of extra marks in accordance with the rules of the Government of Pakistan.
- Applicant shortlisted for interview shall present his/her original documents along with set of attested copies of degrees/ certificates issued by HEC/ recognized board/ universities/ institute.
- 8. Information provided in the application form will be verified and in case of any false or forged information and fake or bogus documents, Ministry of Foreign Affairs reserves the right to cancel candidature at any stage (even after employment, if so discovered later) and to initiate a legal action against the applicant.
- The Ministry of Foreign Affairs reserves the right to cancel the recruitment process in part or whole, increase / decrease the number of posts as per requirement against any post at any stage without assigning any reason.
- 10. No TA/DA will be admissible for the purpose of test/ interview.
- 11. Applications on the prescribed format shall reach through the online portal latest by 15th November 2021. Applications, incomplete or received after the expiry date, will not be entertained. Please do not attach any other document with the application form.