

			GB General Seat - 01 Total	<u>01</u> 31	
5.	Operational Support Technician (BS-14)	18-30 years (including 05 years general relaxation)	Merit	01	<ul style="list-style-type: none"> • 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 Sindh (Rural) General Seat - 04 Women - 01 Sindh (Urban) General Seat - 02 KPK General seat - 04 Women - 01 Balochistan General seat - 03 Total	04 15 05 02 05 03 34	<ul style="list-style-type: none"> • Intermediate
7.	Lower Division Clerk (BS-09)	18-30 years (including 05 years general relaxation)	Merit Punjab General seat-11 Minority -01 Disable -01 Sindh (Rural) General seat-03 Women - 01 Minority -01 Sindh (Urban) General seat-02 Women -01 KPK General seat-09 Minority -01 FATA General seat – 03 Total	10 13 05 03 10 03 44	<ul style="list-style-type: none"> • Matric • Minimum typing speed of 30 w.p.m.
8.	Technician (BS-09)	18-30 years (including 05 years general relaxation)	Merit	01	<ul style="list-style-type: none"> • FA/F.Sc • 6-months diploma 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 Punjab General seat - 07 Sindh (Rural) General seat - 02 Sindh (Urban) General seat - 01 KPK General seat - 02 Balochistan General seat - 01 Total	01 07 02 01 02 01 14	<ul style="list-style-type: none"> • Primary pass • Valid driving license holder • Well-versed in the traffic rules

10.	Dispatch Rider (BS-04)	18-35 years (including 05 years general relaxation)	Punjab General seat - 01 Total	<u>01</u> 01	<ul style="list-style-type: none"> • 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 Total	01 01 <u>01</u> 03	<ul style="list-style-type: none"> • Primary pass • Knowledge of operating duplicating machine essential
12.	Naib Qasid (BS-01)	18-30 years (including 05 years general relaxation)	Merit Punjab General Seat - 14 Women - 02 Minority - 01 Sindh (Rural) General Seat – 03 Women -01 Sindh (Urban) General Seat – 02 Women -01 KPK General Seat – 01 Women -02 Minority -01 Balochistan General Seat – 02 FATA General seat – 01 AJK General seat – 01 Total	02 17 04 03 04 03 04 02 01 01 34	<ul style="list-style-type: none"> • Primary pass
13.	Sanitary Worker (BS-01)	18-30 years (including 05 years general relaxation)	Merit Punjab General seat - 03 Sindh (Rural) General seat - 01 Sindh (Urban) General seat - 01 KPK General seat - 01 Total	01 03 01 01 01 <u>01</u> 07	<ul style="list-style-type: none"> • Primary pass

Terms and Conditions:

1. Only shortlisted applicants will be called for test/ interview.
2. 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.
3. 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.
6. 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.
7. 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.
9. 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.**

Uzair Zahid Shaikh
Director (Personnel-II)
Ph: 051-9201405