



**No. F. 1(1)-Admn/2020**  
**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF KASHMIR AFFAIRS & GILGIT-BALTISTAN**

**SITUATION VACANT**

Applications are invited from Pakistani citizens to fill the following vacant positions in Ministry of Kashmir Affairs & Gilgit-Baltistan:-

S. No.	Name of Post & BS	Qualification & Experience	Age limit (In years)	No. of Posts	Provincial/ Quota	Regional
1	Assistant (BS-15)	<ul style="list-style-type: none"> <li>Graduate</li> <li>Six (06) weeks Basic IT Training Course (including MS office) conducted by NITB is mandatory after selection but before completion of probation period</li> </ul>	18-28 (plus five years general relaxation in upper age limit)	01	Merit = 01	
2	Stenotypist (BS-14)	<ul style="list-style-type: none"> <li>Intermediate.</li> <li>Shorthand speed 80 words per minute</li> <li>Typing speed 40 words per minute</li> <li>Must be Computer literate</li> </ul>	18-25 (plus five years general relaxation in upper age limit)	11	Merit = 01	
					Punjab including Federal area of Islamabad	Merit = 05 Women = 01 Minorities = 01
					Sindh (U) = 01	
					Sindh (R) = 01	
					Ex-FATA = 01	
3	Upper Division Clerk (BS-11)	<ul style="list-style-type: none"> <li>Intermediate</li> <li>Three (03) weeks Basic IT Training Course (including MS office) conducted by NITB is mandatory after selection but before completion of probation period</li> </ul>	18-25 (plus five years general relaxation in upper age limit)	02	Sindh (U)=01	
						Balochistan=01
4	Lower Division Clerk (BS-09)	<ul style="list-style-type: none"> <li>Matric</li> <li>Typing speed 30 words per minute</li> <li>Three (03) weeks Basic IT Training Course (including MS office) conducted by NITB is mandatory after selection but before completion of probation period</li> </ul>	18-25 (plus five years general relaxation in upper age limit)	01	Merit=01	
5	Duplicate Machine Operator (BS-04)	<ul style="list-style-type: none"> <li>Primary Pass</li> <li>Knowledge of operating photocopier/ duplicating machine is essential</li> </ul>	18-25 (plus five years general relaxation in upper age limit)	01	Local =01	

### **Terms & Conditions:**

1. Interested candidates having required qualification/ experience mentioned against each post may apply on the prescribed application form alongwith an attested copy of CNIC and two latest coloured passport size photographs.
2. The applications should reach the **Office of Section Officer (Admn), Room No. 133, 1<sup>st</sup> floor, R Block, Pak Secretariat, Islamabad** within 15 days of publication of this advertisement.
3. Applications are only acceptable on the prescribed form. Incomplete applications or those which received after the due date will not be entertained. **Prescribed application form is also available at Ministry's website [www.kana.gov.pk](http://www.kana.gov.pk)**
4. The relevant/ required documents (in original) should be shown at the time of interview. Copies of documents will not be acceptable.
5. Ministry of Kashmir Affairs and Gilgit-Baltistan reserves the right to cancel/ reduce or enhance the number of posts at any time/ at any stage without assigning any reason.
6. In case of applying for more than one post, separate applications shall be submitted by the applicant.
7. Those who are in Government service must apply "**Through Proper Channel**".
8. Age relaxation will be granted as per rules of Establishment Division.
9. The recruitment shall be made in accordance with Establishment Division's Policy vide O.M No. 53/1/2008-SP dated 22.10.2014 and mechanism defined by Establishment Division vide O.M No. 53/1/2008-SP dated 16.01.2015 and as amended from time to time.
10. Female, disabled and minority candidates are encouraged to apply, if otherwise eligible.
11. Only shortlisted candidates who fulfill the eligibility criteria will be called for Test/ Interview.
12. No TA/DA will be admissible to appear for Test/Interview.

**(IMRAN HUSSAIN)**  
**SECTION OFFICER (ADMN)**  
**Ph: 051-9208657**