



Ministry of Housing and Works

ANNOUNCEMENT OF VACANCIES

Applications are invited from Pakistani Nationals having requisite qualification, experience, domicile and age to fill the following positions in Ministry of Housing & Works:-

Sl#	Name of post & BPS	No. of Vacancies	Qualification	Age limit	Quota
1.	Assistant (BS-15)	02	Graduate In case of selection, 06-weeks basic IT training course including MS-Office conducted by NITB should be done within one year.	18-28 Years	Punjab =1 Khyber Pakhtunkhwa =1
2.	Stenotypist (BS-14)	06	Intermediate + Shorthand speed 80 words per minute and Typing speed 40 words per minute.	18-25 Years	Punjab =3 Sindh(R) =1 Khyber Pakhtunkhwa =1 Balochistan =1
3.	UDC (BS-11)	01	Intermediate In case of selection 03-weeks basic IT training course including MS-Office conducted by NITB should be done within one year.	18-25 Years	Khyber Pakhtunkhwa =1

Terms and Conditions:

- Candidates who possess awareness about Computer Hardware and software in addition to prescribed qualification of the post shall be considered as extra qualification.
- Relaxation in age will be admissible according to the Government policy.
- Applicants serving in Government/Semi Government departments or autonomous bodies are required to apply through proper channel with NOC of their organization concerned.
- Incomplete applications and those received after due date will not be entertained.
- Selected candidates will be posted anywhere in Pakistan.
- Date, place and time of test and interview will be intimated in due course.
- No TA/DA shall be admissible for appearing in test and interview.

How to Apply:

- Applications on prescribed form available on NTS website should reach National Testing Service on or before 24-09-2019.
- Interested candidates fulfilling the above eligibility criteria may visit (www.nts.org.pk) for application submission and pay the fee as prescribed in any of the country wide online branches of ABL, MCB and HBL.
- Please send the applications on prescribed application form with online DEPOSIT SLIP (in original) at National Testing Service (NTS), Plot No. 96, Street No. 4, Sector H-8/1, Islamabad.
- Deposited amount is Non-Refundable/Non-Transferable.
- Application submitted by hand will not be entertained.
- For further details contact National Testing Service on 051-844-444-1

(Mubeen Ahmed Kainthe)

Section Officer

Ministry of Housing & Works

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