

GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE
DIRECTORATE GENERAL OF DNFBS

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SITUATIONS
VACANT

Applications are invited from eligible candidates, having domiciles of the relevant Provinces/ Regions as detailed below, against following vacant posts in the offices of The Directorate General of DNFBS under the Federal Board of Revenue, Islamabad. **All intending candidates are required to submit online applications through National Jobs Portal (NJP) "https://njp.gov.pk"**

DIRECTORATE GENERAL OF DNFBS HQ, ISLAMABAD					

S #	Name of Post	BPS	No. of vacancies	Domicile	Distribution of quota
1.	Stenotypist	14	04	-	Punjab = 2 Sindh (R) = 1 Khyber Pakhtunkhwa= 1
2.	Naib Qasid	01	03	Local Basis/Islamabad/Rawalpindi	Merit = 03

DIRECTORATE OF DNFBS, ISLAMABAD					

S #	Name of Post	BPS	No. of vacancies	Domicile	Distribution of quota
1.	Stenotypist	14	07	Candidates having domicile of Districts Islamabad/Rawalpindi and Gilgit-Baltistan are eligible.	Merit = 06 Women = 01
2.	Naib Qasid	01	07	Local Basis/Islamabad/Rawalpindi	Merit = 06 Women = 01

DIRECTORATE OF DNFBS, LAHORE					

S #	Name of Post	BPS	No. of vacancies	Domicile	Distribution of quota
1.	Stenotypist	14	09	Candidates having domicile of Punjab Province are eligible.	Merit= 08 Women = 01
2.	Naib Qasid	01	09	Local Basis/ Lahore	Merit = 06 Women = 01 Minority = 01 Disable = 01

DIRECTORATE OF DNFBS, KARACHI					

S #	Name of Post	BPS	No. of vacancies	Domicile	Distribution of quota
1.	Stenotypist	14	09	Candidates having domicile of Sindh (Urban/Rural) Province are eligible to apply.	Merit = 08 Women = 01

DIRECTORATE OF DNFBPs, QUETTA					

S. #	Name of Post	BPS	No. of vacancies	Domicile	Distribution of quota
1.	Stenotypist	14	07	Candidates having domicile of Baluchistan Province are eligible.	Merit = 06 Women = 01
2.	Naib Qasid	01	07	Local Basis/Quetta	Merit = 06 Women = 01

DIRECTORATE OF DNFBPs, Peshawar					

S. #	Name of Post	BPS	No. of vacancies	Domicile	Distribution of quota
1.	Stenotypist	14	05	Candidates having domicile of Khyber Pakhtunkhwa Province including merged areas of Ex-FATA are eligible.	Merit = 05
2.	Naib Qasid	01	05	Local Basis/ Peshawar	Merit= 05

REQUIRED QUALIFICATIONS, EXPERIENCE, AGE LIMIT FOR THE ADVERTISED POSTS:

S.#	Name of Post	Qualification/Experience	Age limit (including 5 years general relaxation)
1	Stenotypist (BS-14)	i. Intermediate degree ii. Minimum Speed of 80/40 w.p.m in shorthand/typing iii. Must be computer literate	18-30
2	Naib Qasid (BPS-01)	Primary pass	18-30

GENERAL INFORMATION / INSTRUCTIONS:

1. The eligible candidates are advised to apply online through National Job Portal Link <https://njp.gov.pk> . Candidates applying for more than one post should apply online separately for each post.
2. The candidates having domiciles of the relevant Province/ Region under the jurisdiction of each Directorate (as mentioned in the column of Provincial / Regional Quota under the name of each Directorate) are eligible to apply against the posts vacant in the respective Field Offices. Both male and female candidates are eligible.
3. Candidates will be required to bring Original Documents and two (02) set of attested copies of document at the time of interview.
4. Skill test will be conducted for the post of Stenotypist.
5. Only short-listed candidates on the basis of skill tests and physical standard will be called for test / interview. No TA / DA will be admissible for the Test / Interview.
6. 10% quota for Women, 5% quota for Minorities and 2% quota for disabled persons (if applicable) will be observed as per government instructions.

7. The Federal Government reserves the right not to fill any vacancy or to increase or decrease the number of vacancies if the circumstances so warranted.
8. The candidates working in Government / Public Sector Departments / Organizations should apply through proper channel.
9. Five (05) years general relaxation in upper age limit has already been included in the column of Age limit. In addition to the 5 years general age relaxation by the Government, further age relaxation would be admissible to following categories of candidates: -

S#	Category of candidates	Age relaxation admissible
i)	(a) Candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Ex-FATA/PATA, Azad Kashmir and Gilgit-Baltistan for all posts under the Federal Government.	03 Years
	(b) Candidates belonging to Sindh (R) and Balochistan for posts in BPS-15 and below under the Federal Government.	03 years
ii)	Released or Retired Officers/ Persons of the Armed Forces of Pakistan.	15 years or the number of years actually served in the Armed Forces of Pakistan whichever is less.
iii)	Government Servants who have completed 02 years continuous Government Service on the closing date of receipt of applications.	10 Years, up-to the age of 55 years.
iv)	Disabled persons for appointment to posts in BPS 15 and below.	10 years
v)	Widow/ Widower, son or daughter of a deceased civil servant who dies during service.	05 years

10. Minimum and Maximum age shall be calculated on the closing date for receipt of applications.
11. Information provided while applying online will be verified. In case of any false or forged information, FBR reserves the right to cancel candidature of any person at any stage (even after employment, if so revealed later) and to initiate legal action against the applicant.
12. All candidates will be provisionally allowed to appear in the test/ interview subject to scrutiny of their eligibility after the recruitment process.
13. **Last date for submission of applications is 20-06-2022.**

Director (HQ)
Directorate General of DNFBPs
Federal Board of Revenue
Islamabad