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## REQUIRED QUALIFICATION, EXPERIENCE, AGE LIMIT

S.No	Name of Post	Qualification/ Experience	Age Limit (including 5 years)
1	Assistant (BS-15)	(i) Graduate (ii) Successful completion of 06 weeks Basic IT Training Course (including MS Office) conducted by the NITB shall be mandatory before expiry of probation period, otherwise the services of the appointee(s) shall be terminated without any notice.	28+5 = 33
2	Stenotypist (BS-14)	(i) Intermediate (ii) Minimum speed of 80/40 w.p.m in shorthand/typing respectively (iii) Must be computer literate.	25+5 = 30
3	Data Entry Operator (BS-14)	(i) 2 <sup>nd</sup> Class or Grade "C" Bachelor's degree with Computer Science/Statistics/Mathematics/Physics from a University recognized by the Higher Education Commission. (ii) Minimum Speed of 10,000 key depressions per hour for data entry/verification.	25+5 = 30
6	Upper Division Clerk (BS-11)	(i) Intermediate. (ii) Successful completion of 03 weeks Basic IT Training Course (including MS Office) conducted by the NITB shall be mandatory before expiry of probation period, otherwise the services of the appointee(s) shall be terminated without any notice.	25+5 = 30
7	Lower Division Clerk (BS-9)	(i) Matric. (ii) Minimum Typing Speed of 30 WPM. (iii) Successful completion of 03 weeks Basic IT Training Course (including MS Office) conducted by the NITB shall be mandatory before expiry of probation period, otherwise the services of the appointee(s) shall be terminated without any notice.	25+5 = 30
8	Sepoy (BS-5)	(i) Matric Pass. <b>For male candidates:</b> (a) Height 5' 6" (b) Chest 32"- 33.5" <b>For female candidates:</b> Height 5' 2"	25+5 = 30
9	Driver (BS-4)	(i) Primary Pass. (ii) Valid Driving License holder and well versed in the Traffic Rules	30+5 = 35
10	Dispatch Rider (BS-4)	(i) Primary Pass. (ii) Valid driving license holder and well versed in the traffic rules	30+5 = 35
11	Notice Server (BS-1)	(i) Primary Pass.	25+5 = 30
12	Naib Qasid (BS-1)	(i) Primary Pass.	25+5 = 30
13	Chowkidar (BS-1)	(i) Primary Pass.	25+5 = 30
14	Mali (BS-1)	(i) Primary Pass.	25+5 = 30
15	Farrash (BS-1)	(i) Primary Pass.	25+5 = 30
16	Armed Guard (BS-1)	(i) Primary Pass.	25+5 = 30
17	Bailiff (BS-1)	(i) Primary Pass.	25+5 = 30

### GENERAL INFORMATION/ INSTRUCTIONS:

- The eligible candidates are advised to apply online through National Job Portal Link <https://njp.gov.pk>. No manual or hard copy of application will be accepted by any office. Candidates applying for more than one post should apply online for each post separately.
- Vacancies for BS-1 to 5 shall ordinarily be filled on local basis in terms of Rule 16 of Civil Servants (Appointment, Promotion & Transfer) Rules, 1973, whereas vacancies for BS-6 to 15 shall be filled by appointment of persons domiciled in the respective province or region of each office strictly under Rule 15 of the aforesaid rules and instructions issued by the Establishment Division from time to time.
- Candidates will be required to bring original documents (Educational, domicile and Experience Certificate etc) alongwith one set of all attested copies of documents at the time of test/interview.

4. Screening tests and skills tests (where required) will be conducted as per recruitment policy of the Federal Government. Besides screening test for the post of Sepoy, physical fitness i.e. height and chest of the candidates at the requisite standard, shall also be mandatory.
5. The contract employees (BS-1 to 15), who were appointed under the Family Assistance Package for the families of Government employees, who died while in service, may also apply online for any of the above post, if they desire so, subject to their eligibility.
6. 10% quota for women, 5% quota for minorities (non-Muslims) and 2% quota for disabled persons shall also be strictly observed by each office as per Government instructions. Disabled persons will have to submit a Certificate as proof of disability, duly issued by recognized Social Welfare Board/office or other authorized Government organization, at the time of test/interview.
7. The FBR reserves the right not to fill any vacancy or to reduce the number of vacancies, if the circumstances so warranted at the time of final selection.
8. The candidates working in Public Sector Departments/Organizations shall have to submit Departmental Permission Certificates from the respective employers at the time of test/interview, failing which they will not be allowed to participate in test/interview process.
9. In addition to 05 years general upper age relaxation by the Government, further upper age relaxation shall be restricted upto the following categories of candidates, as per relevant rules/policy of the Federal Government:-

S #	Category of candidates	Age relaxation admissible
(i)	(a) Candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Ex-FATA, Azad Kashmir and Gilgit-Baltistan for all posts under the Federal Government.	03 years
	(b) Candidates belonging to Sindh (Rural).	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 atleast 02 years continuous government service on the closing date of receipt of applications.	10 years, upto the age of 55 years.
(iv)	Disabled persons for appointment to posts in BPS-15 and below.	10 years
(v)	Widow, son or daughter of a deceased civil servant, who died while in service.	05 years

10. Minimum and Maximum age shall be calculated on the closing date of receipt of applications.
11. Information provided in the online Application Form will be verified. In case of any false or forged information, FBR reserves the right to cancel candidature of any candidate at any stage (even after employment, if so revealed later) and to initiate legal action against the applicant.
12. Only short-listed candidates will be called for test/ interview. All the candidates will be allowed to appear in the test/interview on provisional basis, subject to detailed scrutiny of their eligibility as per relevant criteria.
13. No TA/ DA will be admissible for the Test/ Interview.
14. The candidates may apply online within 15 days from the date of publication of this Advertisement in the press. Applications received after 15 days of publication of Advertisement will not be entertained.

(Muhammad Shakeel Abbasi)  
Second Secretary (HRM-IR-VI)