

**GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE
DIRECTORATE GENERAL OF DNFBPs**

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**SITUATIONS
VACANT**

Applications are invited from eligible candidates, having domiciles of the relevant Provinces/ Regions as detailed below, against the following vacant posts in the Directorate General of DNFBPs Headquarter Islamabad and, in its Directorates, under the Federal Board of Revenue, Islamabad:

DIRECTORATE GENERAL OF DNFBPs (HQ), ISLAMABAD				
Name of Post	BPS	No. of vacancies	Domicile	Distribution of Quota
Steno-Typist	14	04	---	Punjab = 02 Sindh (R)= 01 Khyber Pakhtunkhwa =1

DIRECTORATE OF DNFBPs, ISLAMABAD				
Name of Post	BPS	No. of vacancies	Domicile	Distribution of Quota
Steno-Typist	14	07	Candidates having domicile of Islamabad/Rawalpindi and Gilgit-Baltistan are eligible to apply.	Merit = 06 Women = 01

DIRECTORATE OF DNFBPs, KARACHI				
Name of Post	BPS	No. of vacancies	Domicile	Distribution of quota
Steno-Typist	14	05	Candidates having domicile of Sindh Province (Urban/Rural) are eligible to apply.	Merit = 04 Women = 01

REQUIRED QUALIFICATION, EXPERIENCE, AGE LIMIT:

S.#	Name of Post	Qualification/Experience	Age-limit (inclusive of 5 years general relaxation)
1	Steno-Typist (BS-14)	i. Intermediate. ii. Minimum Speed Required: • 40 w.p.m in Typing. • 80 w.p.m in Shorthand. iii. Candidate must be Computer Literate	18-30

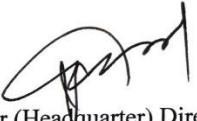
GENERAL INFORMATION / INSTRUCTIONS:

- The eligible candidates are advised to apply online through National Job Portal (NJP) Link <https://njp.gov.pk> . Candidates applying for more than one posts should apply (online) separately.**
- Candidates having domiciles of the relevant Region/ Province, under the jurisdiction of the Directorate (s) mentioned above, are eligible to apply against the posts vacant in the desired Directorate (s). Both male and female candidates are eligible to apply.
- Khyber- Pakhtunkhwa includes the merged areas of ex-FATA and ex-PATA.
- Candidates will be required to bring their Original Documents and also, two (02) sets of attested copies thereof, at the time of interview.

5. A skill test will be conducted for the posts of Steno-Typists.
6. Only the candidates short-listed on the basis of skill tests and physical standards, will be called for test / interview. No TA / DA shall be admissible for appearing in the Test / Interview.
7. 10% quota for Women, 5% quota for Minorities and 2% quota for disabled persons (if applicable) will be observed as per government instructions.
8. Federal Government reserves the right not to fill any vacancy, or to increase or decrease the number of vacancies, if the circumstances so warranted.
9. The candidates working in Government / Public Sector Departments / Organizations should apply through proper channel.
10. In addition to the five (05) years general age-relaxation allowed by the Government, as already noted above, further age relaxation to the applicants, shall be admissible as under: -

S#	Category of candidates	Age relaxation admissible
i) a)	Candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Ex-FATA/ex-PATA, Azad Kashmir and Gilgit-Baltistan, for all posts under the Federal Government.	03 Years
b)	Candidates belonging to Sindh (R) and Baluchistan, 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

11. Minimum and Maximum age shall be calculated on the closing date for receipt of applications.
12. Information provided by the candidates, while applying online, shall be verified. In case of any material concealment or false/forged information is found to have been committed, FBR reserves the right to cancel candidature of that candidate at any stage (even after employment, if so, revealed later), without prejudice to any other legal action against the applicant.
13. All candidates shall be allowed to appear in the test/ interview provisionally, subject to scrutiny of their eligibility after the recruitment process.
14. **Last date for submission of applications for the advertised posts, is 04.02.2023, 04.00 PM. Applications received later than the given date / time shall not be entertained.**


 Director (Headquarter) Directorate
 General of DNF BPS Federal Board of
 Revenue (HQ) Islamabad