

# FEDERAL PUBLIC SERVICE COMMISSION

UAN: 051-111-000-248

E-Mail Address: fpsc@fpsc.gov.pk

Website: www.fpsc.gov.pk

FAX: 051-9203410

Phone No. 051-9205075 Ext. 385, 377, 236, 243, 241 & 298

Islamabad, the 2<sup>nd</sup> July, 2021

## Consolidated Advertisement No. 5/2021

Intending candidates may apply on-line upto **26<sup>th</sup> July, 2021** for the following vacancies. Also visit FPSC's website for details mentioned in the General Instructions to the candidates.

104.

Case No. F.4-104/2021-R (5/2021)				
Name of Post	Qualification	Age Limits	Place of Posting	
Assistant Private Secretary (BS-16)	(i) Second Class or Grade 'C' Bachelor's degree from a University recognized by HEC. (ii) Minimum shorthand speed: 100 w.p.m. and typing speed: 50 w.p.m. (iii) Must be computer literate.	20-28 years plus five (5) years general relaxation in upper age limit.	Anywhere in Pakistan	
Detail of Vacancies				
S.No	Ministry/ Department	No. of Vacancies	Status	Quota/ Allocation
i	Ministry of Housing & Works	02	Temporary	Merit= One & Punjab (Open Merit) =One.
ii	Ministry of Information Technology & Telecommunication	02	Permanent	Merit= One & Punjab (Open Merit) =One.
iii	National Security Division	03	Permanent	Punjab (Open Merit) =Two & Sindh (Rural) (Open Merit) = One.
iv	Naval Headquarters, Ministry of Defence.	08	Permanent	Punjab= Three (Open Merit= Two & Women quota=One), Sindh (Rural) = Three (Open Merit= Two & Women quota=One), Ex-FATA (Open Merit) = One & AJK (Open Merit) = One.
v	Directorate of Federal Government Educational Institutions (Cantts. / Garrisons), Ministry of Defence.	01	Permanent	Sindh (Rural) (Open Merit).
vi	Directorate of Hajj, Ministry of Religious Affairs & Interfaith Harmony.	02	Permanent	Merit= One & Balochistan (Open Merit) =One.
vii	Federal Government Organization	02	Temporary	Punjab (Open Merit) =One & Sindh (Rural) (Open Merit) = One.
viii	Prime Minister's Office (Public)	04	Permanent	Merit= Two, Sindh (Rural) (Open Merit)= One and Sindh (Urban) (Open Merit)= One
ix	Military Land & Cantonment Department, Ministry of Defence.	05	Permanent	Merit= One, Punjab (Open Merit)=Two, Sindh (Rural) (Open Merit)= One, and Khyber Pakhtunkhwa (Open Merit) =One
Total		29		
<b>Note:</b> (i) Only one online application be furnished for all the above mentioned vacancies and fee also be deposited once. (ii) The candidates will be required to cast preference at the time of interview to the department they would like to join on Selection. (iii) Candidate shall have to appear in typing test, computer literacy test and shorthand test. The Computer literacy means proficiency in M.S Office (M.S Word, Power Point & Excel)				

Closing date..... Muhammad Shahid ..... 26.07.2021

**Muhammad Shahid**  
Assistant Director  
Federal Public Service Commission

