WAFAQI MOHTASIB (OMBUDSMAN)'S SECRETARIAT

APPLICATIONS FOR VACANT POSTS

Applications are invited from suitable candidates for filling up the following posts having requisite qualification, domicile and age limit:-

S. No.	Name of Post	Qualification/Experience	Age including 5 years General Age Relaxation	No. of Posts	Station	Quota
1.	**Assistant Director (BS-17)**	i. Second Class or Grade "C" Master's Degree or 16 years Bachelors' Degree (equivalent to Masters Degree) recognized by HEC in social sciences or MBA or MPA or LLB ii. Three (03) years' experience in Administration, Finance & Legal Matters.	22-35 Years	05	Regional Office, Faisalabad = 01 Regional Office, Multan = 01 Regional Office, Sukkur = 01 Regional Office, Quetta=01 Regional Office, D.I Khan = 01	Open Merit=01 Punjab(Merit)=02 Sindh(R) (Merit)=01 Khyber Pakhtunkhwa (Merit)=01
2.	**Assistant Private Secretary (BS-16)**	i. Graduate. ii. A minimum speed of 100/50 w.p.m. in shorthand/typing respectively. iii. Must be computer literate.	20-33 Years	11	Head Office, Islamabad = 05 Regional Office, Lahore=02 Regional Office, Karachi = 01 Regional Office, Faisalabad = 01 Regional Office, Hyderabad = 01 Regional Office, Sukkur = 01	Open Merit=05 Punjab(Women)=03 Sindh (U) (Merit)=01 Sindh (R) (Merit)=01 AJK (Merit)=01
3.	**Data Processing Assistant (BS-16)**	i. Second Class or Grade C Master's degree in Computer Science/BSCS (4 Years)/BSIT (4 Years)/BSSE from any university/Institution recognized by the HEC. ii. Experience in the relevant field will be given preference.	20-35 Years	03	Regional Office, Peshawar = 01 Regional Office, Gujranwala = 01 Regional Office, Hyderabad = 01	Open Merit =01 Sindh (U) (Merit)=01 Khyber Pakhtunkhwa (Merit)=01
4.	**Assistant (BS-15)**	i. Bachelor's Degree from any recognized University. ii. The selected candidate shall have to undertake 06 weeks basic IT training course (including MS Office) conducted by NITB before completion of probation period	18-33 Years	09	Regional Office, Lahore = 04 Regional Office, Karachi = 01 Regional Office, Sukkur = 01 Regional Office, Abbottabad = 01 Regional Office, Quetta=01 Head Office, Islamabad=01	Open Merit=06 Punjab(Women)=03
5.	**Stenotypist (BS-14)**	i. Intermediate. ii. A minimum speed of 80/40 w.p.m. in shorthand/typing respectively. iii. Must be computer literate.	18-30 Years	19	Head Office Islamabad=05 Regional Office, Lahore=04 Regional Office, Karachi=04 Regional Office, Peshawar = 02 Regional Office, Quetta=01 Regional Office, Sukkur=01 Regional Office, Faisalabad=01 Regional Office, Abbottabad=01	Open Merit=05 Punjab(Women)=04 Sindh(R) (Merit)=03 Sindh (U) (Women)=01 Sindh(R) (Women)=01 Khyber Pakhtunkhwa (Merit)=03 Khyber Pakhtunkhwa (Women)=01 GB (Merit)=01
6.	**Data Entry Operator (BS-14)**	i. Bachelor Degree in Physics/Mathematics/Statistics/Economics from recognized University. ii. Speed of 10,000 key depressions per hour on computer.	18-33 Years	03	Head Office Islamabad=02 Regional Office, Lahore=01	Punjab (Merit) = 01 Sindh (R) (Merit) = 01 Khyber Pakhtunkhwa (Merit) = 01
7.	**Upper Division Clerk (BS-13)**	i. Intermediate. ii. The selected candidate shall have to undertake 03 weeks basic IT training course (including MS Office) conducted by NITB before completion of probation period.	18-30 Years	10	Head Office, Islamabad=02 Regional Office, Peshawar = 01 Regional Office, Lahore=05	Open Merit=07 Punjab (Women)=03

S. No.	Name of Post	Qualification/Experience	Age including 5 years General Age Relaxation	No. of Posts	Station	Quota
					Regional Office, Quetta=01 Regional Office, Karachi=01	
8.	Lower Division Clerk (BS-11)	i. Matric. ii. Minimum typing speed of 30 w.p.m. iii. The selected candidate shall have to undertake 03 weeks basic IT training course (including MS Office) conducted by NITB before completion of probation period.	18-30 Years	03	Regional Office, Karachi=02 Regional Office, Sukkur=01	Open Merit=03
9.	Telephone Operator (BS-09)	i. Intermediate. ii. 02 years' experience in relevant field.	18-30 Years	02	Head Office Islamabad=01 Regional Office, Lahore=01	Open Merit= 01 Khyber Pakhtunkhwa (Merit) = 01
10.	Staff Car Driver (BS-04)	i. Primary. ii. Valid Driving License holder and well versed in the traffic rules.	18-35 Years	06	Head Office Islamabad=05 Regional Office, Abbottabad=01	To be filled on local basis
11.	Lift Operator (BS-04)	Primary with two years' experience in relevant field.	18-35 Years	01	Head Office Islamabad=01	To be filled on local basis
12.	Dispatch Rider (BS-04)	Primary with valid Motorcycle Driving License.	18-35 Years	05	Head Office Islamabad=01 Regional Office, Lahore=01 Regional Office, Karachi=01 Regional Office, Faisalabad = 01 Regional Office, D.I. Khan=01	To be filled on local basis
13.	Naib Qasid (BS-01)	Primary.	18-30 Years	19	Head Office Islamabad=10 Regional Office, Lahore=02 Regional Office, Gujranwala = 01 Regional Office, Karachi=04 Regional Office, Peshawar = 01 Regional Office, Multan=01	To be filled on local basis
14.	Farash (BS-01)	Primary.	18-30 Years	03	Head Office Islamabad=03	To be filled on local basis
15.	Sanitary Worker (BS-01)	Primary.	18-30 Years	03	Regional Office, Lahore =01 Regional Office, D.I Khan = 01 Regional Office, Abbottabad = 01	To be filled on local basis

Terms & Conditions

1. The interested candidates fulfilling the required criteria may submit their application online for the desired post within 14 days after publication of this advertisement.
2. The candidature is likely to be cancelled/ rejected in case of submission of incomplete/ incorrect/ fake information at any stage.
3. Wafaqi Mohtasib Secretariat reserves the right to increase/decrease the number of posts or postpone/ cancel the recruitment process at any stage.
4. Only shortlisted candidates will be called/ invited for test/ interview.
5. Age relaxation will be given as per rules and regulations of the Federal Government.
6. The candidate already in Government service shall have to produce NOC from the parent department at the time of the interview.
7. No TA/DA shall be admissible for appearing in Test/Interview.

Written Test & Interview

Candidates applying for various positions will undergo a written test designed and administered by the Education Testing Council (ETC). The test will be conducted in five major cities; Karachi, Lahore, Islamabad, Peshawar and Quetta. The ETC team will inform candidates about the venue, date, and time of the test. ETC will communicate the test results to both the candidates and Wafaqi Mohtasib. Interviews for shortlisted candidates will be conducted by Wafaqi Mohtasib Secretariat, with the schedule to be announced by Wafaqi Mohtasib Secretariat.

Note: Original documents with verified copies (verification must be obtained from concerned board/ university with their stamp) will be checked for the shortlisted candidates at the time of interview.

How to Apply/ Register for the Test:

- Interested candidates can apply online by registering themselves on **http://etc.hec.gov.pk** . The registration process must be completed by pressing the "SUBMIT" button for the online application before the 4 pm deadline of registration closing date given on the portal.
- During the online registration process, all the required information must be entered correctly with due diligence. A mobile number ported from the original mobile company must not be provided.
- Application received by hand or through courier/ email shall not be accepted/ entertained.
- The candidates should make sure before appearing in the examination/ test that they are eligible in all respects for the post applied for.
- In case of any difficulty during the online registration, please visit **http://onlinehelp.hec.gov.pk** or visit HEC Secretariat or contact HEC regional offices for guidance.
- Only SUBMITTED applications will be considered. Applications in SAVE or INCOMPLETE mode will not be entertained.
- Fee will be submitted through **1Link/1Bill Invoice payment services with the generated consumer number.**
- After depositing the fee through **1link/1Bill Invoice**, click on Verify Online Payment on ETC Dashboard.
- The test fee is non-refundable and non-transferable.
- Email/ SMS will be sent to the registered applicants for examination date, time, and venue. Candidates are required to provide a valid email/ mobile number while filling their online application forms. SMS shall not be sent to the mobile numbers that have been converted from one network to another network.
- The candidates must get queries/complaints resolved before the closure of the web registration portal. Queries/complaints handling beyond the registration deadline is denied by the system due to logistics/security reasons.
- Taking a mobile or any calculating, recording, communication, or imaging electronic device inside the test center, as well as uploading or sharing the images of question book is strictly prohibited and an offence liable to be punished as per the ETC-HEC rules.

Note: It is Mandatory to bring along the Original CNIC/ Original Passport on the test day with the Roll No. slip issued by ETC via email or downloaded from the candidate's portal, otherwise the candidate shall not be allowed to sit in the exam.

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