

No. 2(1)/2024/Admn-I/HR-II
GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

SITUATIONS VACANT

Applications are invited from suitably qualified candidates to fill the following positions in the Ministry of Commerce:

Sr. No.	Designation with BPS	No. of Vacancies	Qualification required	Quota		Age
1.	Assistant (BPS-15)	13	Graduation. (03 weeks Basic IT course conducted by NITB is mandatory before completion of probation period).	Balochistan Merit (3)	04	18 to 33 years (05 years general relaxation is included)
				Female (1)		
				Sindh (U)	02	
				Sindh (R) Merit (3)	04	
				Female (1)		
				FATA	03	
	TOTAL	13				
2.	Statistical Assistant (BPS-15)	01	Graduation with Economics / Statistics / Mathematics as one of the subject.	Merit	01	18 to 30 years (05 years general relaxation is included)
				TOTAL	01	
3.	Stenotypist (BPS-14)	38	Intermediate A minimum speed of 80/40 w.p.m in shorthand / typing respectively. Must be computer literate.	Merit	05	18 to 30 years (05 years general relaxation is included)
				Merit (4)		
				Female (1)		
				ICT / Punjab	19	
				Merit (14)		
				Female (3)		
				Minority (2)		
				KPK	03	
				Balochistan	01	
				Sindh (U)	03	
				Merit (2)		
				Female (1)		
				Sindh (R)	02	
				Merit (1)		
Female (1)						
AJK	02					
FATA	02					
GB	01					
	TOTAL	38				
4.	UDC (BPS-13)	08	Intermediate (03 weeks Basic IT course conducted by NITB is mandatory before completion of probation period).	Merit	01	18 to 30 years (05 years general relaxation is included)
				KPK	02	
				Balochistan	01	
				Sindh (U)	01	
				Sindh (R)	03	
	TOTAL	08				

Sr. No.	Designation with BPS	No. of Vacancies	Qualification required	Quota		Age
5.	LDC (BPS-11)	27	Matric with minimum typing speed of 30 wpm. (03 weeks Basic IT course conducted by NITB is mandatory before completion of probation period).	Merit	03	18 to 30 years (05 years general relaxation is included)
				ICT / Punjab Merit (7)	10	
				Female (1)		
				Disable (1)		
				Minority (1)		
				KPK	02	
				Balochistan	02	
				Sindh (U) Merit (3)	04	
				Female (1)		
				Sindh (R) Merit (2)	03	
				Female (1)		
				AJK	01	
FATA	01					
GB	01					
TOTAL	27					
6.	Staff Car Driver (BPS-04)	12	Primary Pass Valid driving license & well versed with traffic rules / signs	ICT	08	18 to 35 years (05 years general relaxation is included)
				Balochistan	01	
				Sindh (R)	02	
				FATA	01	
TOTAL	12					
7.	Dispatch Rider (BPS-04)	02	Primary Pass Valid driving license & well versed with traffic rules / signs	Punjab	01	18 to 35 years (05 years general relaxation is included)
				KPK	01	
				TOTAL	02	
8.	Naib Qasid (BPS-01)	30	Primary Pass	Merit Merit (3)	04	18 to 30 years (05 years general relaxation is included)
				Female (1)		
				ICT Merit (12)	15	
				Female (2)		
				Minority (1)		
				Balochistan	04	
				Sindh (U) Merit (2)	03	
				Female (1)		
				Sindh (R) Merit (2)	03	
				Female (1)		
FATA	01					
TOTAL	30					
9.	Regular Farash (BPS-01)	03	Primary Pass	Punjab	01	18 to 30 years (05 years general relaxation is included)
				KPK	01	
				Sindh (R)	01	
				TOTAL	03	
10.	Chowkidar (BPS-01)	02	Primary Pass	ICT	01	18 to 30 years (05 years general relaxation is included)
				Punjab	01	
				TOTAL	02	

How to apply:-

1. The recruitments will be made in accordance with Establishment Division's recruitment policy issued vide O.M. No. 53/1/2008-SP, dated 22nd October, 2014 as amended from time to time.
2. Only shortlisted applicants will be called for test / interview.
3. Five years general age relaxation has been included in the above-mentioned column of age limit. Any other relaxation in age limit will be given as per applicable rules / policy / O.M's issued by Establishment Division.
4. Application form can be filled in directly on the "**Online Application Portal**" available on the website of the Ministry of Commerce (<https://careers.commerce.gov.pk/recruitment2024>).
5. Fee of Rs. 500/- shall be deposited in the bank account mentioned in the Challan Form. Challan Form can be downloaded after submission of online application.
6. The candidates applying for more than one post will have to apply / pay fee for each post separately.
7. Applicants already in Government service may apply through proper channel and would be required to produce NOC at the time of interview.
8. Applicants shortlisted for interview shall present their original documents along with set of attested copies of degrees / certificates issued by HEC/ recognized board/ university/ institute.
9. Information provided in the application form will be verified and in case of any false or fogged information and fake or bogus documents, Ministry of Commerce reserves the right to cancel candidature at any stage (even after appointment, if so discovered later) and to initiate legal action against the applicants.
10. The Ministry of Commerce reserves the right to cancel the recruitment process in part or whole and to increase/ decrease the number of posts as per requirement against any post at any stage without assigning any reason.
11. No TA/DA will be admissible for the purpose of test/ interview.
12. Applications on the prescribed format will be submitted only through "**Online Application Form**" at Ministry of Commerce's Job Portal within 15 days from the date of advertisement.

(Syed Asghar Ali Shah)
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Ministry of Commerce
Islamabad