



<https://jobs.baaghitv.com/job/ministry-of-kashmir-affairs-gilgit-baltistan-jobs/>

Ministry of Kashmir Affairs & Gilgit Baltistan Jobs | Government of Pakistan Jobs | Stenotypis

Description

Ministry of Kashmir Affairs & Gilgit Baltistan, Government of Pakistan invites applications from Pakistani Nationals for the following positions.

Vacant Positions

1. Stenotypist

[Pakistan Navy | Join Pakistan Navy](#)

[Central Ordnance Depot Jobs](#)

The aforesaid Job announcement is published in **Express Newspaper**. Last date to submit the applications is **October 25, 2021**. For more details about the vacancies, Please see below Job Advertisement for job descriptions, job requirements (e.g. experience, qualification, and age limit), and other perks and privileges' offered by the department.

[Ministry of Defence, Government of Pakistan Jobs](#)

[Pakistan Council of Scientific & Industrial Research \(PCSIR\) Jobs](#)

Qualifications

Hiring organization

Ministry of Kashmir Affairs & Gilgit Baltistan

Employment Type

Full-time

Industry

Government of Pakistan

Job Location

GOP, 44000, Islamabad, ICT, Pakistan

Base Salary

PKR 1 - PKR 1

Date posted

October 12, 2021

Valid through

31.10.2021

**No. F. 1(1) Admn/2020
GOVERNMENT OF PAKISTAN
MINISTRY OF KASHMIR AFFAIRS &
GILGIT BALTISTAN**

SITUATION VACANT

Applications are invited from Male/Female Citizens of Pakistan to fill the following vacant posts in Ministry of Kashmir Affairs & Gilgit Baltistan having requisite qualification, experience, domicile, age against the following positions:-

Name of Post & BPS	No of Posts	Qualification and Experience	Minimum/ Maximum Age limit (In years)	Provincial / Regional Quota	No. of Posts
Stenotypist (BPS-14)	05	<ul style="list-style-type: none"> Intermediate Shorthand speed 80 words per minute Typing speed 40 words per minute Must be Computer literate 	18-25 (plus five years age relaxation in upper age limit)	Open Merit	01
				Punjab including Islamabad	02
				Sindh (Urban) (Minorities)	01
				Punjab including Islamabad (Minorities)	01

Terms and Conditions:

- Those who fulfill qualification/experience may apply on the prescribed form alongwith an attested copy of CNIC and One latest coloured passport size photograph.
- The applications should reach the **Office of Section Officer (Admn), Room No 133, 1st Floor, R Block, Pak Secretariat, Islamabad** within 15 days of publication of this advertisement.
- Applications are acceptable only on the prescribed form. Incomplete applications or those which are received after due date will not be entertained. **Prescribed form is also available at Ministry's website www.kana.gov.pk.**
- The relevant/required documents (in original) should be submitted / shown at the time of interview. Copies of documents will not be entertained.
- Ministry of Kashmir Affairs reserves the right to cancel/reduce or enhance the number of posts at any time.
- Applicants who are in Government service must apply **"Through Proper Channel"**. Advance copies will not be acceptable.
- Age relaxation will be given as per Government Rules.
- Recruitment shall be made as per policy vide O.M No. 53/1/2008-SP dated 22nd October, 2014 and mechanism devised by Establishment Division vide O.M No. 53/1/2008-SP dated 16th January, 2015 and as amended from time to time.
- Female, disabled and Minorities will be encouraged to apply.
- Only those candidates who fulfill the eligibility criteria will be called for Test/ Interview.
- No TA/DA will be admissible to appear for Test/Interview.

**(Muhammad Iqbal Shah)
Section Officer (Admn)
Ph: 051-9208657**

PID(02119/21)

Serial No _____ (for official use only):

GOVERNMENT OF PAKISTAN
MINISTRY OF KASHMIR AFFAIRS &
GILGIT BALTISTAN
First Floor, R Block, Pak Secretariat, Islamabad.

APPLICATION FORM

Paste latest
Passport Size
photo here

Name (In Capital letters): _____

Father's/Husband's Name _____

Date of Birth (dd-mm-yyyy) _____ Gender: _____ Religion _____

CNIC No: _____

Domicile: District: _____ Province: _____ Disabled (Yes/No) _____

Mailing Address: _____

Contact No: Residence: _____ Mobile: _____

Desired Test/Interview Center (Tick only one):

<input type="checkbox"/> Islamabad/Rawalpindi	<input type="checkbox"/> Lahore	<input type="checkbox"/> Karachi
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(Note: Test at each venue will be conducted subject to sufficient number of candidates)

QUALIFICATION (Higher to lower)

Sl. #	Degree	Name of Institution/University	Major subjects	Total Marks	Marks obtained	Percentage
1						
2						
3						
4						

EXPERIENCE (IF ANY)

Sl. #	Post	Name of Firm/Department	From	To
1				
2				

DECLARATION: I certify that all information, provided by me in this Application Form is true and correct to the best of my knowledge and belief. In case of any incorrect/Bogus information, Department/Ministry may reserve the right to cancel my candidature at any stage even after selection.

Note:- Incomplete application form will not be entertained.

Signature: _____

Date: _____