

Government of Pakistan  
Ministry of Energy  
(Power Division)

**SITUATION VACANT**

Applications are invited for appointment in Ministry of Energy (Power Division) to fill the following temporary vacancies likely to continue:-

Sr	Name of Post & BPS	Qualification	Age Limit	No. of Posts	Quota allocated	
01	Assistant (BPS- 15)	<ul style="list-style-type: none"> <li>Graduation from recognized university/college</li> </ul>	Min: 18 Max: 28	03	Punjab	01
					Sindh (U)	01
					Balochistan	01
					<b>Total</b>	<b>03</b>
02	Steno typist (BPS- 14)	<ul style="list-style-type: none"> <li>Intermediate</li> <li>Minimum speed of 80/40 w.p.m in shorthand/typing respectively</li> <li>Must be computer literate</li> </ul>	Min: 18 Max: 25	16	Merit	01
					Punjab	08
					Sindh (R)	02
					Sindh (U)	01
					KPK	02
					Balochistan	01
					Ex-FATA	01
<b>Total</b>	<b>16</b>					
03	Upper Division Clerk (BPS-11)	<ul style="list-style-type: none"> <li>Intermediate</li> <li>Computer Literate</li> </ul> Note: In case of selection, 03 weeks basic I.T. Course including MS Office.	Min: 18 Max: 25	02	Punjab	02
					<b>Total</b>	<b>02</b>
04	Lower Division Clerk (BPS-09)	<ul style="list-style-type: none"> <li>Matric</li> <li>Minimum typing speed of 30 w.p.m</li> </ul>	Min: 18 Max: 25	09	Punjab	03
					Sindh (U)	01
					Sindh (R)	02
					KPK	01
					Balochistan	01
					Ex-FATA	01
<b>Total</b>	<b>09</b>					
05	Driver (BPS-4)	<ul style="list-style-type: none"> <li>Primary Pass</li> <li>Valid driving license holder and well-versed with the traffic rules.</li> </ul>	Min: 18 Max: 30	04	On Local Basis	
06	Naib Qasid (BPS-01)	Primary	Min: 18 Max: 25	11	On Local Basis	
07	Farash (BPS-01)	Primary	Min: 18 Max: 25	1	On Local Basis	

**Terms and Conditions**

- Appointment to the above posts shall be made on temporary basis.
- The recruitment shall be made in accordance with the Establishment Division's Recruitment Policy conveyed vide OM No 53/1/2008-SP dated 22.10.2014, 16.01.2015 & 11.3.2020 and amendments made there under.
- General Age Relaxation of 5 years will be admissible according to the government rules/policy.
- Candidates already in Government Service should apply through proper channel.
- Applicant shortlisted for an interview shall present his/her original documents.
- Prescribed quota will be observed as per rules

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7. In case of any false or forged information, fake or bogus documents, the Ministry reserve the right to cancel candidature at any stage (even after employment, if so discovered later) and will initiate legal action against the applicant.
8. Only shortlisted eligible candidates will be called to appear for test/interview.
9. No TA/DA will be paid for appearing in written test/interview.
10. Ministry of Energy (Power Division) reserves the right to cancel the recruitment process in part or whole at any stage without assigning any reason.
11. Posts can be increased or decreased as per requirement

**How to Apply:**

- The interested candidates from sr 1 – 4 may only apply online on NJP official website at [www.njb.gov.pk](http://www.njb.gov.pk) within 15 days of the publication of this advertisement
- The interested candidates from sr 5 – 7 may download application form from the website ([www.mowp.gov.pk](http://www.mowp.gov.pk)). Application on the prescribed format shall reach the undersigned within 15 days from the date of advertisement. Applications, incomplete or received after the expiry date, will not be entertained. **Please do not attach any other document (Testimonials) with the application form.**

**(Umer Vaqar)**

Section Officer (Admn)

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