

GOVERNMENT OF PAKISTAN
MINISTRY OF ENERGY (PETROLEUM DIVISION)
(POLICY WING)

JOB OPPORTUNITIES

Applications are invited from suitable candidates for recruitment in Petroleum Division (Policy Wing), Ministry of Energy against the following posts: -

S.No	Name of Post	Age Limit	Qualification	Domicile	
1	Assistant (BS-15)	18-28 Years Plus 5 years general age relaxation.	i. Graduation ii. In case of selection qualifying of 6 Weeks Basic IT Training Course (including MS Office) conducted by National Information Technology Board (NITB) is mandatory before completion of probation period	Merit Punjab (Merit) Sindh (R) (Merit) KPK (Merit) AJK (Merit)	1 3 1 1 1
2	Stenotypist (BS-14)	18-25 years plus 5 years general age relaxation	i. Intermediate qualification ii. Minimum speed of 80/40 w.p.m in shorthand/typing respectively iii. Must be computer literate	Punjab (Merit) KPK (Women) Sindh (R) (Women) Balochistan (Merit)	2 1 1 1
3	LDC (BS-9)	18-25 years plus 5 years general age relaxation	i. Matric Minimum typing speed of 30 wpm ii. In case of selection qualifying of 3 Weeks Basic IT Training Course (including MS Office) conducted by National Information Technology Board (NITB) is mandatory before completion of probation period	Sindh (R) (Merit)	1
4	Driver (BS-4)	18-25 years plus 5 years general age relaxation	i. Primary Pass ii. Valid driving license holder and well versed in the traffic rules.	Sindh (U) (Merit)	1
5	Naib Qasid (BS-1)	18-25 years plus 5 years general age relaxation	i. Primary Pass	Local will be preferred	7
6	Sweeper (BS-1)	18-25 years plus 5 years general age relaxation	_____	Local will be preferred	1

How to apply:

- i. Please apply online on National Job Portal Website: www.njp.gov.pk, & fill up the Application Form properly.
- ii. Application Forms improperly filled-up and incomplete will not be entertained.
- iii. Last date of submission of application form is 28.11.2021.
- iv. To apply for more than one positions, separate forms should be filled.
- v. For further information, visit National Job Portal website: www.njp.gov.pk

Terms and Conditions:

- i. Candidates already in Government Service must apply through proper channel.
- ii. Age relaxation (where applicable) will be allowed as per Government rules.
- iii. Only shortlisted candidates will be called for test and interview.
- iv. Incomplete applications, advanced copies and those received after closing date will not be entertained.
- v. Copies of testimonials are not required to be attached. Original documents will be examined at the time of test/interview.
- vi. Implementation of 2% quota will be observed persons with disabilities on the total strength.
- vii. No. TA/DA will be admissible for appearing in test/interview.

NOTE: The Ministry reserves the right to cancel the recruitment process at any stage without assigning any reason and increase or decrease the number of posts as per vacancy under the rules.