

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

**JOB OPPORTUNITIES**

S.No	Name of Post	Age Limit	Qualification	Domicile	
1	Assistant (BPS-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	Punjab (Women)	1
2	Stenotypist (BPS-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) Sindh (R) (Women) Balochistan (Merit) <b>Total:</b>	1 1 1 <b>3</b>

**Terms and Conditions:**

1. 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.
2. Only short-listed candidates will be called for test and interview
3. Incomplete applications, advance copies and those received after closing dates will not be entertained.
4. Copies of testimonials are not required to be attached. Original documents will be examined at the time of test/interview.
5. All candidates applying for the above-mentioned post(s) shall be entitled to general upper age relaxation of 5 years in the maximum age limit given above as per instructions on the subject matter.
6. **Candidates already in Government Service must apply through proper channel.**
7. Implementation of 2% quota will be observed persons with disabilities on the total strength.
8. No TA/DA will be admissible for appearing in test/interview.
9. All candidates should submit their application on prescribed form through courier and email both.
10. The candidates will be informed about test/interview through SMS and email only.
11. Application Form can be downloaded from the official website of Policy Wing (Petroleum Division), Ministry of Energy i.e. <http://www.mpr.gov.pk/>.
12. Applications along with copy of CNIC, one photograph and Domicile Certificate on prescribed format should reach to Deputy Director (Admin) within 15 days from the date of advertisement on the given format at the address given below:

**Deputy Director (Admn)**  
**Policy Wing (Petroleum Division), Ministry of Energy,**  
**Petroleum House, G 5/2**  
**Islamabad.**  
**Email Address: [recruitment.policywing@gmail.com](mailto:recruitment.policywing@gmail.com)**