

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

JOB OPPORTUNITIES

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

S.No	Name of Post	Age Limit	Qualification	Domicile	
1	Driver (BS-4)	18-30 years plus 5 years general age relaxation	i. Primary Pass ii. Valid driving license holder and well versed in the traffic rules.	Sindh (R) (Merit)	1
				Balochistan (Merit)	1
2	Duplicating Machine Operator (BS-4)	18-25 years plus 5 years general age relaxation	i. Primary Pass ii. Knowledge of operating duplicating machine essential	Sindh (R) (Merit)	1
3	Naib Qasid (BS-1)	18-25 years plus 5 years general age relaxation	i. Primary Pass	Disabled quota	2
				Open Merit (Local will be preferred)	7
4	Sweeper (BS-1)	18-25 years plus 5 years general age relaxation	--	Local will be preferred	2

How to apply:

- i. Apply online on National Job Portal website: www.njp.gov.pk & fill up the application form properly.
- ii. Improperly filled-up or incomplete Application Forms will not be entertained.
- iii. Last date for submission of application forms is **18.05.2023**.
- iv. For further information, visit National Job Portal website: www.njp.gov.pk

Terms and Conditions:

- i. Candidate(s) already in Government Service must provide Departmental NOC.
- 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 and those after closing date will not be entertained.
- v. Copies of testimonials are not required to be attached with applications. Original documents alongwith Departmental NOC for Government Servants will be examined at the time of test/interview.
- vi. 2% quota for disable candidates shall be observed as per rules.
- vii. No TA/DA will be admissible for appearing in test/interview.

NOTE: The Policy Wing (Petroleum Division) reserves the right to cancel the recruitment process at any stage without assigning any reason(s) under the rules.



Government of Pakistan
Ministry of Information Technology & Telecom
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EVENT CREATION FORM

Event Title:

No. of Job:

0	0	4
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Event Start Date:

0	4	-	0	5	-	2	0	2	3
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Event End Date:

1	8	-	0	5	-	2	0	2	3
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*Event start date must be align with the job publishing date of PID

Event Advertisement: Yes No

Event Details:

Event Focal Person Details:

Focal Person Name:

Designation:

Mobile No.:

0	3	3	6	-	5	2	6	4	7	5	8
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Landline No.:

0	5	1	-	9	2	0	4	6	8	3
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Fax No.:

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Official Email:


Signature

FAROOQ MINHAS
Assistant Director
Government of Pakistan
M/o Energy, Petroleum Division
Islamabad
Official Stamp

2.5.23
Date




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JOB DESCRIPTION FORM FOR JOB No. 01

Job Field of Experience: Fresh	(to be selected from the list of fields displayed at homepage of NJP)	
Job Type:	Contract	Regular
Job Scale/ Grade:	4	
Min. Experience Required:	Nil	
Vacancies/Slots:	2	
Max. Age Limit Required:	30	
Age Relaxation:	Five (05) years as general age relaxation; and three (03) years for candidate(s) belonging to Balochistan, Sindh (R) and ten (10) years for Government servants and contract employees who have completed 2 years continuous service as per rules.	
Job Title:	Driver	
Job Description:	Qualification: Primary Pass Quota: i) Sindh (R) (Merit) = 1 ii) Balochistan (Merit) = 1 iii) Valid driving license holder and well versed in the traffic rules.	

Note: Please replicate this form as per the number of jobs being filled in.


Signature

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JOB DESCRIPTION FORM FOR JOB No. 02

Job Field of Experience: Fresh

(to be selected from the list of fields displayed at homepage of NJP)

Job Type:

Contract

Regular

Job Scale/ Grade:

4

Min. Experience Required:

Nil

Vacancies/Slots:

1

Max. Age Limit Required:

25

Age Relaxation:

Five (05) years as general age relaxation; and three (03) years for candidate(s) belonging to Balochistan, Sindh (R) and ten (10) years for Government servants and contract employees who have completed 2 years continuous service as per rules.

Job Title:

Duplicating Machine Operator

Job Description:

Qualification: Primary Pass
Quota: i) Sindh (R) (Merit)

ii) Knowledge of operating duplicating machine essential

Note: Please replicate this form as per the number of jobs being filled in.

Signature

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Assistant Director
Government of Pakistan
M/o Energy, Petroleum Division
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JOB DESCRIPTION FORM FOR JOB No. 03

Job Field of Experience: Fresh	(to be selected from the list of fields displayed at homepage of NJP)	
Job Type:	Contract	Regular
Job Scale/ Grade:	I	
Min. Experience Required:	Nil	
Vacancies/Slots:	9	
Max. Age Limit Required:	25	
Age Relaxation:	Five (05) years as general age relaxation; and three (03) years for candidate(s) belonging to Balochistan, Sindh (R) and ten (10) years for Government servants and contract employees who have completed 2 years continuous service as per rules.	
Job Title:	Naib Qasid	
Job Description:	Qualification: Primary Pass Quota: i) Merit = 07 ii) Disable quota = 02 iii) Local will be preferred	

Note: Please replicate this form as per the number of jobs being filled in.

Signature

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Assistant Director
Government of Pakistan
W/o Energy, Petroleum Division
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Date



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JOB DESCRIPTION FORM FOR JOB No. 04

Job Field of Experience: Fresh (to be selected from the list of fields displayed at homepage of NJP)

Job Type: Contract Regular

Job Scale/ Grade: 1

Min. Experience Required: Nil

Vacancies/Slots: 2

Max. Age Limit Required: 25

Age Relaxation: Five (05) years as general age relaxation; and three (03) years for candidate(s) belonging to Balochistan, Sindh (R) and ten (10) years for Government servants and contract employees who have completed 2 years continuous service as per rules.

Job Title: Sweeper

Job Description: **Qualification: --**
Quota: i) Local will be preferred

Note: Please replicate this form as per the number of jobs being filled in.

Signature

FAROOQ MINHAS
Assistant Director
Government of Pakistan
M/o Official Stamp
Petroleum Division
Islamabad

2.5.23

Date