

No. PW-1 (24) /21-Admin  
Government of Pakistan  
Ministry of Energy  
Petroleum Division (Policy Wing)

...

Islamabad, the 15<sup>th</sup> December, 2022

To.

The Director (Advertisement),  
Press Information Department (PID),  
**Islamabad.**

Subject: **PUBLICATION OF ADVERTISEMENT**

I am directed to enclose herewith an advertisement for inviting applications against vacant post of Stenotypist (BS-14) in Petroleum Division (Policy Wing), Ministry of Energy, Islamabad, for immediate publication.

i.	Language	Urdu/English
ii	Region	Major Dailies (Islamabad and Quetta). Urdu/English one each.
iii.	Date of Insertion	17.12.2022 (Sunday)
iv.	No of Insertion	One
v.	Any special instruction	Nil

Encl: Five Copies of Advertisement

  
Farooq Minhas  
Assistant Director (Admin)

CC:

1. Mr. Aitzaz Alam Malik, Section Officer (SP), Government of Pakistan, Cabinet Secretariat, Establishment Division (MS Wing), Islamabad w.r.t their O.M No. 25/3/2019-SP dated 04.10.2022.
- ✓ 2. Mr. Faisal Bashir, Network/System Administrator, Petroleum Division with the request to upload the advertisement on official website of Petroleum Division and also forward the requisite documents to National Information Technology Board (NITB) for its publication on 17.12.2022 on the National Job Portal (<https://njp.gov.pk>).

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 post: -

S.No	Name of Post	Age Limit	Qualification	Domicile/No.	
1	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	Balochistan (Merit)	1

**How to apply:**

- i. Apply online on National Job Portal website: [www.njp.gov.pk](http://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 of submission of application form is 31.12.2022.
- iv. For further information, visit National Job Portal website: [www.njp.gov.pk](http://www.njp.gov.pk)

**Terms and Conditions:**

- i. Candidate(s) 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, advance 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 reserved for disable candidates will be observed as per rules.
- vii. No. TA/DA will be admissible for appearing in test/interview.

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