



F.No.3(9)/Admn-I/CC/2018
GOVERNMENT OF PAKISTAN
MINISTRY OF CLIMATE CHANGE
AND ENVIRONMENTAL COORDINATION
LG&RD Complex, G-5/2, Islamabad
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SITUATION VACANT

Applications are invited from suitable candidates having Pakistani Nationality as indicated against each vacancy for appointment against the following vacant posts on regular basis:-

S.#	Name of the post & pay scale	No. of posts	Detail of regional quota (domicile)	Age year	Qualification & experience
i.	Stenotypist (BS-14)	01	Balochistan (open merit)	18-25 (+05 years General Age Relaxation + 05 years additional relaxation for candidates from Balochistan)	i. Intermediate, ii. Maximum speed of 80/40 w.p.m. in shorthand/typing respectively. iii. Must be computer literate

TERMS AND CONDITIONS

1. The subject recruitment shall be made on criteria/mechanism defined by the Establishment Division vide their O.M No. 2/5/2026-BEFC/001 dated 22nd October, 2026.
2. Selected candidates have to submit Medical Certificate as required under Rule 17 of the Civil Servant (Appointment, Promotion and Transfer), 1973 and in case a candidate is declared medically unfit the alternate candidate shall be offered the post.
3. Only shortlisted applicants will be called for walk-in-interview.
4. All candidates shall be entitled to an upper-general age relaxation of five years plus 05 years additional relaxation for candidates from Baluchistan in the maximum age limit for this special exercise.
5. Candidates already in Government Service should apply through proper channel and must provide NOC otherwise application will not be entertained, and they have no right to claim.
6. Incomplete applications, advance copies and those received after due date will not be entertained.
7. No TA/DA shall be admissible for appearing walk-in-interview.
8. The candidates shall apply through National Job Portal website: (<http://www.njp.gov.pk/>) within fifteen days from the date of advertisement

(Shahrez Abbas)
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