

**GOVERNMENT OF PAKISTAN
MINISTRY OF ENERGY
(POWER DIVISION)**

Applications are invited to fill following posts on temporary basis likely to be made permanent in Ministry of Energy (Power Division), Islamabad.

Sr.	Name of post	No of Posts	Allocation Regional/ Provincial Quota	Age Limit	Qualification
1.	Stenotypist (BPS-14)	12	Merit	01	Intermediate with 80/ 40 w.p.m speed in English shorthand/ typing respectively. (Must be computer literate)
			Punjab (Merit)	04	
			Punjab (Women)	01	
			Punjab (Minority)	01	
			Sindh (U) Merit	02	
			Sindh (R) Merit	01	
			KPK Merit	01	
2.	Lower Division Clerk (BPS-11)	02	Balochistan Merit	01	Matric Minimum typing speed of 30 w.p.m
			Punjab (Merit)	02	

General Information Instructions

1. The recruitment shall be made in accordance with Recruitment Policy conveyed by Establishment Division vide O.M. dated 22.10.2014 and 53/1/2008-SP dated 06-05-2020 as amended from time to time and for appointment in BPS-1 to BPS-05 vide notification dated 11.03.2020.
2. Only candidates clearing screening test will be considered for skills test and candidates shortlisted based on the results of these tests will be called for interview.
3. Incomplete applications, advance copies and those received after due date will not be entertained.
4. An applicant may apply for more than one posts by submitting separate application forms for each post.
5. Age relaxation of 5 years will be admissible as per Establishment Division's OM No. F.9/2/91 -R-5, dated 28.11.2000 and Establishment Division's O.M No. 9/2/91 -R-5 dated 24.06.2010.
6. Applicant shall present their original documents along with set of attested copies of domicile/ degree/ certificates issued by recognized Board/ institutes / University recognized by HEC (if applicable) at the time of interview. In case any information furnished by the applicant is found fake /bogus, candidature of such candidate shall stand cancelled and legal action shall be taken against such candidate during any stage of recruitment.
7. Applications shall only be submitted through National Job Portal (NJP) (<https://njp.gov.pk/login.php>). Any application received directly at Power Division will not be considered.

8. Applicants already in Government service must apply through proper channel in parallel to the online application, otherwise their application (s) will not be entertained. (N.O.C of the department shall officially be endorsed to this Division).
9. No TA/DA will be admissible for appearing in test/interview.
10. Candidates are advised to visit Power Division's website (<https://power.gov.pk/>) and NJP intermittently for date/ venue of written test / interview schedule.
11. The Ministry of Energy (Power Division) reserves the right to cancel the recruitment process in part or whole, increase/ decrease the number of vacancies at any stage without assigning any reason.
12. In line with directions of Establishment Division for observance of 2% disability quota, Persons With Disabilities (PWDs) will be given preference for any two (2) positions, as per discretion of Power Division.
13. Candidates applying against disability quota reserved for Persons With Disabilities (PWDs) need to provide "Disability Certificate" issued by Medical Assessment Board under the Council on Rights of Persons with Disabilities (CRPD) which is issued on fortnightly basis. Focal Person, CRPD may be contacted at Tele. No.051-9255929, address: CRPD, NARC Building, Gate No.2, Park Road, Islamabad.
14. Closing date for submission of applications is 01-8-2026.

How to apply:

1. To apply login to <https://njp.gov.pk/login.php>