



FEDERAL OMBUDSPERSON SECRETARIAT

For Protection Against Harassment of Women at the Workplace, Islamabad
(FOSPAH)

SITUATION VACANT

Federal Ombudsperson Secretariat for Protection Against Harassment of Women at the Workplace (FOSPAH) invites applications from Pakistani nationals for the post of Naib Qasid at FOSPAH Head Office, Islamabad, on contract basis, initially for a period of one year (extendable on the basis of performance).

Sr. No	Name of Post	No. of Post (s)	Required Qualifications/Experience	Age	Status of Post	Place of Posting
1	Naib Qasid	01	Qualification/ Experience Matriculate. Having worked as Naib Qasid or Office Boy would be taken as an added advantage. Responsibilities: - Carrying official files/papers from one place to another within and without office premises. - General arrangement and tidiness of the office, furniture including dusting of Office furniture, record etc. - Conduct the visitors to the relevant officer. - Serve refreshments to Officers/ staff and Guests in the office. - Shifting of articles of light furniture e.g. chairs, side racks, small side tables etc., from one place to another within office Premises.	18-25	Contract	Islamabad

INSTRUCTIONS:

- The candidates fulfilling the above conditions may apply online through FOSPAH's website, <https://www.fospah.gov.pk/Jobs>, within 15 days of publication of this advertisement.
- Documents may not be attached with the applications; however, original documents will be checked at the time of the interview.
- Candidates belonging to cities other than Islamabad/Rawalpindi may opt to appear for their online interviews via Zoom, if they so desire.
- No TA/DA shall be admissible for test/interview.
- Incomplete applications and those received after due date will not be entertained.
- Only Shortlisted candidates will be called for test/ interview. The date and time of interview will be communicated through email/ call/ SMS/ WhatsApp and by post.
- Decision of FOSPAH regarding eligibility/shortlisting of candidates and selection criteria shall be final.
- Women, minorities and persons with disabilities are encouraged to apply.
- The competent authority reserves the right to cancel the recruitment process, increase/decrease the number of posts, as per requirement against any post at any stage without assigning any reason.
- The Competent Authority may increase remuneration based on satisfactory performance, during or upon renewal of contract.
- Contract may be extended purely on the basis of satisfactory work performance.
- Age relaxation will be admissible as per Government rules.
- In case of any query, please contact FOSPAH at Ph: 051-9262953.