



FEDERAL OMBUDSPERSON SECRETARIAT

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

SITUATION VACANT ON CONTRACT BASIS

Federal Ombudsperson Secretariat for Protection Against Harassment of Women at the Workplace (FOSPAH) invites applications from qualified and experienced individuals for the under-mentioned posts, for its Regional Office at Quetta, on contract basis initially for a period of Six (06) Months (Extendable on the basis of performance).

Sr. No.	Name of Post	No. of Post (s)	Station	Age Min – Max	Qualification/ Experience
1.	Naib Qasid	01	Quetta – 01 (Local / Domicile: Balochistan only)	18 - 25	<u>Qualifications:</u> a. Matric <u>Responsibilities:</u> a. Carrying from one place to another within and without office premises official files/papers. b. General arrangement and tidiness of the office, furniture including re-dusting of office furniture, record etc. c. Conduct the visitors to the relevant officer. d. Serve refreshments and tea, food, water to Officers/staff and guests in the office. e. Shifting of articles of light furniture e.g. chairs, side racks, small side tables etc., from one place to another within office premises. f. To serve refreshments during official meetings, to the guests. g. Casual dusting in the offices. h. Must wear uniform and keep himself neat and tidy condition. i. Any other additional duty as assigned by the Officer In-charge or staff member.

INSTRUCTIONS:

1. The candidates fulfilling the above conditions may submit their application form available at link: <https://forms.gle/pUqgG7TjrFYzXXeC6> , within 15-days of publication of this advertisement.
2. Documents may not be attached with the applications; however, original documents will be checked at the time of the interview.
3. No TA/DA shall be admissible, for test/interview.
4. Incomplete applications and those received after due date will not be entertained.
5. Decision of FOSPAH regarding eligibility/shortlisting of candidates and selection criteria shall be final.
6. Only shortlisted candidates will be called for test/ interview. The date and time of interview will be communicated through emails/ call/ SMS/ WhatsApp and by post.

7. Candidates may opt to appear for their online interviews via Zoom/ Skype, if they desire so.
8. Women, minorities and persons with disabilities are encouraged to apply.
9. 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.
10. The Competent Authority may increase remuneration based on satisfactory performance, during or upon renewal of contract.
11. Contract may be extended purely on the basis of satisfactory performance.
12. Age relaxation will be admissible as per Federal Government rules/policy.
13. In case of any query, please contact FOSPAH at Ph: 051-9262952.