



FEDERAL OMBUDSMAN SECRETARIAT

For Protection Against Harassment of Women at the Workplace, Islamabad

FOSPAH

SITUATIONS VACANT

Federal Ombudsman Secretariat for Protection Against Harassment of Women at the Workplace (FOSPAH) requires the services of Pakistani nationals for the under mentioned posts on contract basis initially for a period of Three (03) Months (extendable on the basis of performance).

| Sr. No. | Name of Post | No. of Post (s) | Qualifications/ Experience | Age Min - Max | Status of post | Place of Posting |
|---------|----------------------------|-----------------|---|---------------|---------------------------------|--|
| 1. | Advisor | 04 | LLB with 10 years experience in the field of Law. Candidate having higher qualification and administrative experience will be given preference. | - | Contract | Islamabad-01 Karachi-01 Peshawar-01 Lahore-01 |
| 2. | Law Officer | 01 | LLB with 05 years experience in the field of Law. Candidate having higher qualification and Government experience will be given preference. | - | Contract/ On retainership basis | Islamabad-01 |
| 3. | Assistant Registrar | 03 | Second Class or Grade "C" Bachelors Degree from any recognized University in Social Science and Law. | 22-30 | Contract | Islamabad-01 Karachi-01 Peshawar-01 |
| 4. | Stenotypist | 01 | i. Intermediate ii. Minimum speed of 80/40 w.p.m in shorthand/ typing respectively iii. Must be computer literate | 20-28 | Contract | Lahore-01 |
| 5. | Lower Division Clerk (LDC) | 02 | i. Matric ii. Minimum typing speed of 30 w.p.m iii. 03 Weeks Basic IT Training Course (including MS Office) conducted by NITB | 20-28 | Contract | Islamabad-02 |
| 6. | Driver | 05 | i. Primary Pass ii. Valid driving license holder and well versed in the traffic rules | 18-30 | Contract | Islamabad-01 Karachi-01 Peshawar-01 Lahore-02 |
| 7. | Sweeper | 04 | i. Primary Pass | 18-25 | Contract | Islamabad-01 Karachi-01 Peshawar-01 Lahore-01 |

INSTRUCTIONS:

1. The candidates fulfilling the above conditions may send their applications with their complete particulars (name, father's name, residential and permanent address and relevant experience of job)/ Curriculum Vitae (CV) and a copy of CNIC issued by NADRA within 15 days after publication of this advertisement. Documents may not be attached with application; however, original documents will be checked at the time of interview.
2. No TA/DA will be admissible for test/interview.
3. Incomplete applications and those received after due date will not be entertained.
4. Five (05) years general age relaxation is applicable. Further age relaxation will be given as per Government rules.
5. Only Shortlisted candidates will be called for test/interview.
6. In case of any query please contact FOSPAH at Ph:051-9262953.
7. Women, minorities and persons with disabilities are encouraged to apply.
8. The competent authority reserves the rights to cancel the recruitment process, increase/ decrease the number of posts as per requirement against any post at any stage without assigning any reason.

HOW TO APPLY:

1. Candidates applying may send their applications/ Curriculum Vitae (CV) and a copy of CNIC through email to: recruitmentfospah@gmail.com by the closing date.