



FEDERAL OMBUDSMAN SECRETARIAT

For Protection Against Harassment (FOSPAH)

SITUATIONS VACANT

Applications are invited from Pakistani Nationals having relevant qualification/experience for recruitment against the following vacant posts under the Federal Ombudsman Secretariat for Protection Against Harassment (FOSPAH). Terms and Conditions for eligibility are indicated against each.

S. No.	Name of Post and BPS	No. of Post (s)	Station	Age Min - Max	Qualification/ Experience	Status
1.	Legal Advisor	01	Islamabad - 01	Minimum 45	LLM/LLB with 15 years' experience in the field of Law. Having higher qualification and experience will be given preference.	Contract
2.	Deputy Director (Admn) (BPS-18)	01	Islamabad - 01	25-35	Second class or Grade "C" Master Degree in Public Administration/ Business Administration/Supply Chain Management/Government and Public Policy or equivalent from university recognized by HEC. Relevant experience in any Government/Semi. Government/Autonomous body.	Regular
3.	Publication Officer (BPS-18)	01	Islamabad-01	25-35	Second class or Grade "C" MS/Master Degree in Mass Communication/ Media Sciences or equivalent from university recognized by HEC.	Regular
4.	Assistant Publication Officer (BPS-17)	01	Islamabad-01	22-30	Second class or Grade "C" Master degree in Mass Communication/ Media Sciences or equivalent from university recognized by HEC.	Regular
5.	Assistant Director(Admin) (BPS-17)	01	Islamabad-01	22-30	Second class or Grade "C" Master degree in Public Administration/ Business Administration/ Supply Chain Management/ Governance and Public Policy from a university recognized by HEC. Relevant experience in any Government/ Semi-Government/ Autonomous Body or Private Sector.	Regular
6.	Superintendent (BPS-16)	01	Islamabad-01	22-30	Second class or Grade "C" Bachelor's degree from a university recognized by HEC.	Regular
7.	Assistant Registrar (BPS-16)	03	Islamabad - 01 Peshawar - 01 Karachi-01	22-30	LLM/LLB from any university recognized by HEC with relevant experience.	Regular
8.	Assistant Private Secretary (BPS-16)	01	Islamabad-01	20-28	(i) Second class or Grade "C" Bachelor's degree from a university recognized by HEC. (ii) A minimum speed of 100/50 w.p.m in shorthand /typing respectively. (iii) Must be computer literate.	Regular
9.	Assistant Incharge (BPS-16)	01	Islamabad-01	22-30	(i) Second class or Grade "C" Bachelor's degree from a university recognized by HEC. (ii) Relevant Experience will be preferred. (iii) Must be Computer literate. (iv) I.T related experience will be preferred.	Regular
10.	Stenotypist (BPS-14)	05	Islamabad - 02 Lahore - 01 Peshawar-1 Karachi-1	20-28	(i) Intermediate (ii) Minimum speed of 80/40 w.p.m in shorthand / typing respectively (iii) Must be computer literate	Regular
11.	Lower Division Clerk (BPS-09)	03	Islamabad - 01 Peshawar - 01 Lahore- 01	20-28	(i) Matric (ii) Minimum typing speed of 30 w.p.m (iii) 03 weeks Basic IT Training Course (including MS Office) conducted by NITB	Regular
12.	Driver (BPS-04)	05	Islamabad - 02 Karachi - 01 Lahore - 01 Peshawar- 01	18-30	(i) Primary pass (ii) Valid Driving license holder and well versed in the traffic rules.	Regular
13.	Naib Qasid (BPS-01)	03	Islamabad - 02 Lahore - 01	18-25	Primary Pass	Regular
14.	Mali (BPS-01)	01	Islamabad - 01	18-25	Primary Pass	Regular
15.	Chowkidar (BPS-01)	04	Islamabad - 02 Lahore - 01 Karachi - 01	18-25	Primary Pass	Regular
16.	Farash (BPS-01)	01	Islamabad-01	18-25	Primary Pass	Regular
17.	Cook (BPS-01)	01	Islamabad-01	18-25	Primary Pass	Regular
18.	Sanitary Worker (BPS-01)	03	Islamabad - 01 Karachi - 01 Lahore - 01	18-25	Primary Pass	Regular

INSTRUCTIONS:

- Candidates already working in the Government Organizations/ Departments must apply through proper channel.
- No TA/DA will be admissible for test/ interview.
- Incomplete applications and those received after due date will not be entertained.
- Five (05) years general age relaxation is applicable. Further age relaxation will be given as per Government rules.
- Only short listed candidates will be called for test / interview.
- 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:

- Application forms and online deposit slips are available on Open Testing Service (OTS) website www.ots.org.pk.
- Applications must be reached at the given address not later than 15 days of the publication of the advertisement.
- Open Testing Service will not be responsible for late receipt of application sent through post or by any other service.
- Applications submitted by hands shall not be received / accepted.
- After applying for the post(s), applicants are advised to regularly check OTS website www.ots.org.pk for important announcement (Procedure for Roll No. Slip / Written Test Schedule / Result etc.), related to recruitment against the above posts.
- Candidates are requested to send their prescribed application forms alongwith online deposit slip to **Manager Operations(FOSPAH), Address: Office No. 1, Central Avenue Road, Bahria Town Phase-6, Islamabad.**
Contact No. 051-111 687 222; website: www.ots.org.pk, email: info@ots.org.pk