



FEDERAL OMBUDSPERSON SECRETARIAT

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

SITUATION VACANT

Federal Ombudsman Secretariat for Protection Against Harassment of Women at the Workplace (FOSPAH) invites applications from qualified and experienced individuals for the under-mentioned post, for its Regional Office, Lahore, on a 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.	Driver	01	Lahore – 01	18-35	<p><u>Qualifications:</u></p> <p>a. Matriculate</p> <p>b. Valid driving license holder and well-versed in traffic rules</p> <p><u>Responsibilities:</u></p> <p>a. Checking the engine oil & water in radiator including oil change on time.</p> <p>b. Maintain vehicle cleanliness, by washing, cleaning and polishing the assigned vehicles on daily basis.</p> <p>c. Ensure safe and cautious driving while driving official vehicles, by observing traffic Laws / Rules and prescribed speed limit.</p> <p>d. Properly maintain the vehicle log book</p> <p>e. Rigorous time management in reaching destinations.</p> <p>f. Identify malfunctioning /faults in the vehicle and be present at the workshop during maintenance of the vehicle.</p> <p>g. Be clean and tidy and wear uniform during office hours.</p> <p>h. Be available for any emergent duty after office hours and on closed holidays.</p> <p>i. Any other duty assigned by the Transport In-charge or dealing Assistant.</p>

INSTRUCTIONS:

1. 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.
2. Documents may not be attached with the applications; however, original documents will be checked at the time of the interview.
3. Candidates belonging to cities other than Islamabad/Rawalpindi may opt to appear for their online interviews via Zoom, if they so desire.
4. No TA/DA shall be admissible for test/interview.

5. Incomplete applications and those received after due date will not be entertained.
6. 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.
7. Decision of FOSPAH regarding eligibility/shortlisting of candidates and selection criteria shall be final.
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 work performance.
12. Age relaxation will be admissible as per Government rules.
13. In case of any query, please contact FOSPAH at Ph: 051-9262953.