GOVERNMENT OF PAKISTAN
MINISTRY OF ENERGY (PETROLEUM DIVISION)
(POLICY WING)

JOB OPPORTUNITIES

Applications are invited from suitable candidates for recruitment on Balochistan Quota (Domicile or Valid residency certificate) in Policy Wing (Petroleum Division), Ministry of Energy against the following post: -

S.No	Position Available	BPS	Number of Vacancies	Age Limit	Last Qualification
1	Stenotypist	(BS-14)	01	18-25	Intermediate

How to apply:

i. Please apply online on National Job Portal Website: www.njp.gov.pk, & fill up the Application Form properly.

ii. The above age limit includes a general age relaxation of five (05) years and a special relaxation of five (05) years, in accordance with the directions contained in the Establishment Division's O.M. F.No. 2/5/2026-BEFC/001, dated 22.10.2026.

iii. The required skill set for the above-mentioned post of Stenotypist (BPS-14) has been exempted in accordance with the Establishment Division's O.M. F.No. 2/5/2026-BEFC/001, dated 22.10.2026. However, the selected candidate will be required to acquire these skills during on-the-job training, before the end of the probation period.

iv. Application Forms improperly filled-up and incomplete will not be entertained.

v. Last date of submission of application form is 12.11.2026.

vi. For further information, visit National Job Portal website: www.njp.gov.pk

Khushnaam Ali Khan
AD (IT)
30 October 2026 03:14:28 PM

Job Descriptions: -

a) Taking dictation, rendering transcripts and doing general typing work;
b) Attending to receipt and issue work during the absence of the Section Assistant; and
c) Any other ancillary function and work that may be assigned by the officer.

NOTE: The Ministry reserves the right to cancel the recruitment process at any stage without assigning any reason and increase or decrease the number of posts as per vacancy under the rules.