

No. Admn-IV/17-Misc/4
GOVERNMENT OF PAKISTAN
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

SITUATION VACANT

Applications are invited from suitable candidates (Male/Female) for recruitment in Ministry of Railways (Railway Board), Islamabad against the following post (s):-

Sr. #	Name of the Post & Pay Scale	No. of Posts	Qualifications / Experience	Domicile / Quota	Age Limit
1.	Stenotypist (BS-14)	03	<ul style="list-style-type: none">• Intermediate.• Minimum speed of 80/40 w.p.m. in shorthand & typing respectively.• Must be computer literate.	Punjab – 02 Balochistan – 01	18 – 25 Year
2.	Upper Division Clerk (BS-11)	02	<ul style="list-style-type: none">• Intermediate.• Must be computer literate.	Punjab – 01 Sindh (R) – 01	18 – 25 Year
3.	Staff Car Driver (BS-04)	02	Primary Pass Valid Driving License holder and well versed in the traffic rules	Local Based (I.C.T.)	18 – 30 Year
4.	Dispatch Rider (BS-04)	01	Primary Pass Valid Driving License holder and well versed in the traffic rules	Local Based (I.C.T.)	18 – 30 Year
5.	Naib Qasid (BS-01)	09	Primary Pass	Local Based (I.C.T.) (One post reserved for Women Quota)	18 – 25 Year
6.	Sweeper (BS-01)	01	Primary Pass	Local Based (I.C.T.)	18 – 25 Year

Terms & Conditions:

- Recruitment to the above posts would be temporary and subject to the following conditions:-
- Only shortlisted applicants will be called for interview.
- Five (05) year general age relaxation will be allowed as per Government Policy.
- Application Form can be downloaded from the website of the Ministry of Railways, Islamabad www.railways.gov.pk.
- Applicants already in Government service should apply through proper channel and would be required to produce N.O.C. at the time of interview.
- A candidate may apply for more than one post by submitting separate application form for each post.
- Applicant shortlisted for interview shall present his / her original documents along with set of attested copies of degree / certificates etc.
- Information provided in the application form will be verified and in case of any false or forged information and fake or bogus documents found, Ministry of Railways reserve the right to cancel candidature at any stage (even after employment, if so discovered later) and to initiate a legal action against the applicant.
- Ministry of Railways reserve the right to cancel the recruitment process in part or whole, increase/decrease the number of posts as per requirement against any post at any stage without assigning any reason.
- No T.A./D.A. would be admissible for appearing in test / interview.
- Applications along with copy of CNIC and two (02) passport size latest photographs, on the prescribed application form shall reach to **Assistant Director/Admn-IV, Office No. 505, 5th Floor, D-Block, Ministry of Railways, Islamabad** within fifteen (15) days of publication of this Advertisement. Applications, incomplete or received after due date will not be entertained. *Please do not attach any other document with the application form.*

FAHEEM AHMED MALIK
ASSISTANT DIRECTOR / ADMN-IV
MINISTRY OF RAILWAYS
(RAILWAY BOARD)
ISLAMABAD