

Government of Pakistan
Federal Judicial Academy
Service Road South, H-8/4, Islamabad.

SITUATION VACANT

Applications are invited on all Pakistan basis for filling up the following posts on merit in the Federal Judicial Academy as per detail below: -

Sr. No	Name of Posts	BPS	No of Posts	Qualifications	Experience	Age Limit
1	Assistant Private Secretary	16	01	i) 2 nd Class Bachelor degree. ii) Minimum speed of 100/50 WPM in Shorthand and Typing, respectively. iii) Computer Literates preferable.	Those who have worked as steno typist will be preferred.	18-30
2	Steno typist	14	02	i) Intermediate. ii) Minimum speed of 80/40 WPM in Shorthand and Typing, respectively. iii) Computer Literates preferable.		18-30
3	Library Attendant	05	01	Matric with certificate in Library Sciences from Institutions recognized and notified by the M/o Education.		18-30
4	Chowkidar	02	01	Primary.		18-30

1. Applications alongwith complete bio data, two attested recent passport size photographs, photocopies of degrees and experience certificate should reach the undersigned within 15 days of publication of this advertisement.
2. Government Servants should apply through proper channel.
3. Age relaxation will be allowed as per Federal Government Policy.
4. Incomplete applications or those received after due date will not be considered.
5. Only short listed candidates will be called for test/ interview and no TA/DA shall be paid to the candidates.
6. The advertisement is also available on the website www.fja.gov.pk.

(Zahoor Ahmed)
Assistant Administrative Officer
051-9269674
20.11.2015