

Government of Pakistan
National Tariff Commission

RECRUITMENT NOTICE

National Tariff Commission (NTC) invites applications from Pakistani nationals through **National Job Portal website (www.njp.gov.pk)** for following post. The requisite minimum qualifications / experience, skill, age limit and domicile for the post is as under:-

S #	Name of the Post and Pay Scale	Number of Posts	Regional Quota	Age Limit	Qualification / Experience/Skills/Required
i.	Stenotypist (BS-14)	02	Merit-01 Punjab-01	18-25	(i) Intermediate with shorthand speed of 80 w.p.m. and typing speed of 40 w.p.m. (ii) Must be computer literate.

- In addition to above pay scale, other facilities such as medical, house rent allowance and leave etc. will be admissible in accordance with the prescribed regulations.
- Maximum age limit is relaxable as per government rules.
- Candidates already employed in Government Organizations, must apply through proper channel along with NOC issued by their respective organizations otherwise applications will not be considered and no separate information will be given.
- The advertisement can be canceled by the appointing authority without assigning any reason and reserve the right to withhold the recruitment process at any stage or to increase or decrease the number of vacancies if the circumstances so warranted.
- Interested Pakistani Nationals meeting the above mentioned eligibility conditions for the position of **Stenotypist**, must apply through National Job Portal (www.njp.gov.pk) **within 15 days of publication of this advertisement**. Candidates will be required to present original & attested copies of all relevant documents (proof of skill knowledge of Shorthand/Typing) at various stages of recruitment process. It is responsibility of applicants to keep these documents ready. Only those candidates will be contacted who will provide proof of having proficiency in typing/shorthand skills & speed in application form.
- Information provided in the application form will be verified and in case of any false or forged information and fake or bogus documents, National Tariff Commission reserves the right to cancel candidature at any stage (even after employment, if so discovered later) and to initiate a legal action against the applicant.
- Only short-listed candidates fulfilling the prescribed conditions will be called for Skill Test/ Written test & Interview of short-listed candidates who qualify/attain passing marks in both the skill and written tests. All tests and interviews will be held at Islamabad only. No TA/DA will be admissible for appearing in written & skill test / interview etc. No request for conducting test/skill test at any other station will be considered.
- Candidates will be provisionally allowed to appear in written & skill test / interview subject to final scrutiny of their eligibility thereafter.

Deputy Director (Admn.)