

# SITUATIONS VACANT

Applications are invited from Pakistani Nationals belonging to Baluchistan Province, Minorities and Disabled Persons against following vacant posts in FBR (Hqrs) and Inland Revenue Field Formations: -

Federal Board of Revenue (Hqrs), Islamabad (Room No.108,1 <sup>st</sup> Floor FBR House Islamabad)						
Sr.#	Name of Post	BPS	No. of vacancies	Quota	Province/ Region	
1.	Stenotypist	14	1	Baluchistan	Baluchistan	
Directorate of Research & Statistics, Islamabad (2 <sup>nd</sup> Floor CDA Block No.3, Old CBR Building near Lal Masjid, G-6, Islamabad)						
Sr.#	Name of Post	BPS	No. of vacancies	Quota	Province/ Region	
1.	Statistical Assistant	15	1	Disabled Quota	Ment	
Regional Tax Office, Income Tax Building, Spiny Road, Quetta						
Sr.#	Name of Post	BPS	No. of vacancies	Quota	Province/ Region	
1.	Stenotypist	14	1	Baluchistan	Baluchistan	
2.	Data Entry Operator	14	1			
3.	UDC	13	5			
4.	LDC	11	2			
5.	Notice Server	01	1			Local Basis
Regional Tax Office, Mauve Area, G-9/1, Islamabad						
Sr.#	Name of Post	BPS	No. of vacancies	Quota	Province/ Region	
1.	Stenotypist	14	1	Disabled Quota	ICT Region	
2.	Data Entry Operator	14	3	Minority Quota = 2 Disabled Quota = 1		
3.	LDC	11	7	Minority Quota = 5 Disabled Quota = 2		
4.	Bailiff	01	1	Minority Quota		
5.	Naib Qasid	01	6	Minority Quota = 3 Disabled Quota = 3		Local Basis
6.	Notice Server	01	3	Minority Quota = 2 Disabled Quota = 1		
Regional Tax Office, L.M.Q Road, Nawab Shahr, Multan						
Sr.#	Name of Post	BPS	No. of vacancies	Quota	Province/ Region	
1.	LDC	11	1	Minority Quota	Punjab	
2.	Naib Qasid	01	3	Minority Quota = 1 Disabled Quota = 2	Local Basis	
Regional Tax Office, Peshawar, Income Tax Building, Jamrud Road, Peshawar						
Sr.#	Name of Post	BPS	No. of vacancies	Quota	Province/ Region	
1.	Stenotypist	14	2	Minority Quota = 1 Disabled Quota = 1	Khyber Pakhtunkhwa (including Ex-FATA)	
2.	Data Entry Operator	14	2	Minority Quota = 1 Disabled Quota = 1		
3.	UDC	13	2	Minority Quota = 1 Disabled Quota = 1		
4.	LDC	11	3	Minority Quota = 2 Disabled Quota = 1		
5.	Bailiff	01	1	Minority Quota		Local Basis
6.	Naib Qasid	01	4	Minority Quota		
7.	Notice Server	01	2	Minority Quota		
8.	Chowkidar	01	1	Minority Quota		
9.	Armed Guard	01	1	Minority Quota		
Regional Tax Office, Sialkot Katchery Road, Sialkot						
Sr.#	Name of Post	BPS	No. of vacancies	Quota	Province/ Region	
1.	LDC	11	1	Minority Quota	Punjab	
Regional Tax Office, Rawalpindi, 12-Mayo Road Civil Line, Rawalpindi						
Sr.#	Name of Post	BPS	No. of vacancies	Quota	Province/ Region	
1.	UDC	13	1	Disabled Quota	Punjab	
2.	Notice Server	01	1	Minority Quota	Local Basis	
Corporate Tax Office, Lahore, Tax House Syed Mauj Darya Road, Lahore.						
Sr.#	Name of Post	BPS	No. of vacancies	Quota	Province/ Region	
1.	Stenotypist	14	1	Minority Quota	Punjab	
2.	Data Entry Operator	14	1	Minority Quota		
3.	UDC	13	1	Minority Quota		
4.	LDC	11	6	Minority Quota = 4 Disabled Quota = 2		
5.	Sepoy	05	3	Minority Quota = 2 Disabled Quota = 1		Local Basis
6.	Driver	05	1	Minority Quota		
7.	Bailiff	01	1	Minority Quota		
8.	Naib Qasid	01	3	Minority Quota = 2 Disabled Quota = 1		
9.	Notice Server	01	1	Minority Quota		
10.	Sanitary Worker	01	1	Minority Quota		
Regional Tax Office, Bahawalpur, 21-A, Sarwar Shaheed Road, Model Town-A, Bahawalpur						
Sr.#	Name of Post	BPS	No. of vacancies	Quota	Province/ Region	
1.	UDC	13	4	Disabled Quota	Punjab	
Corporate Tax Office, 2 <sup>nd</sup> Floor, Income Tax Building, Shakra-e-Kamal Ata Turk, Karachi						
Sr.#	Name of Post	BPS	No. of vacancies	Quota	Province/ Region	
1.	Stenotypist	14	7	Minority Quota = 5 Disabled Quota = 2	Sindh	
2.	Data Entry Operator	14	4	Minority Quota = 2 Disabled Quota = 2		
3.	UDC	13	11	Minority Quota = 8 Disabled Quota = 3		
4.	LDC	11	6	Minority Quota = 4 Disabled Quota = 2		
5.	Sepoy	05	02	Minority Quota		Local Basis
6.	Naib Qasid	01	11	Minority Quota = 8 Disabled Quota = 3		
Regional Tax Office, Faisalabad, Opposite Allied hospital, Jail Road, Faisalabad						
Sr.#	Name of Post	BPS	No. of vacancies	Quota	Province/ Region	
1.	UDC	13	1	Minority Quota	Punjab	
2.	LDC	11	1	Minority Quota		
Regional Tax Office, Sahiwal Income Tax Complex, Kenal Colony opposite Sahiwal Club Sahiwal						
Sr.#	Name of Post	BPS	No. of vacancies	Quota	Province/ Region	
1.	Naib Qasid	01	1	Minority Quota	Local Basis	
2.	Notice Server	01	1	Minority Quota		

Directorate General of Internal Audit (IR), Old CBR Building CDA Block No.21 <sup>st</sup> Floor, G-6, Islamabad					
Sr.#	Name of Post	BPS	No. of vacancies	Quota	Province/ Region
1.	UDC	13	1	Minority Quota	ICT Region
Regional Tax Office, Gujranwala Opposite Gulshan Colony, G.T Road, Gujranwala					
Sr.#	Name of Post	BPS	No. of vacancies	Quota	Province/ Region
1.	Stenotypist	14	1	Minority Quota	Punjab
2.	UDC	13	2	Minority Quota = 1 Disabled Quota = 1	
3.	LDC	11	2	Minority Quota	
4.	Bailiff	01	1	Minority Quota	

### REQUIRED QUALIFICATION, EXPERIENCE, AGE LIMIT

S.#	Name of Post	Qualification/ Experience	Age Limit (including 5 years general relaxation)
1.	Statistical Assistant (BS-15)	(i) A Bachelor's Degree preferable in Mathematics/Economics or Statistics.	25+5 = 30
2.	Stenotypist (BS-14)	(i) Intermediate (ii) Minimum speed of 80/40 w.p.m in shorthand/typing respectively (iii) Must be computer literate.	25+5 = 30
3.	Data Entry Operator (BS-14)	(i) 2 <sup>nd</sup> Class or Grade "C" Bachelor's degree with Computer Science/Statistics/Mathematics/Physics from a University recognized by the Higher Education Commission. (ii) Minimum Speed of 10,000 key depressions per hour for data entry/verification.	25+5 = 30
4.	Upper Division Clerk (BS-11)	(i) Intermediate. (ii) Successful completion of 03 weeks Basic IT Training Course (including MS Office) conducted by the NITB shall be mandatory before expiry of probation period, otherwise the services of the appointee(s) shall be terminated without any notice.	25+5 = 30
5.	Lower Division Clerk (BS-9)	(i) Matric. (ii) Minimum Typing Speed of 30 WPM. (iii) Successful completion of 03 weeks Basic IT Training Course (including MS Office) conducted by the NITB shall be mandatory before expiry of probation period, otherwise the services of the appointee(s) shall be terminated without any notice.	25+5 = 30
6.	Sepoy (BS-5)	(i) Matric Pass. <b>For male candidates:</b> (a) Height 5' 6" (b) Chest 32"- 33.5" <b>For female candidates:</b> Height 5' 2"	25+5 = 30
7.	Driver (BS-4)	(i) Primary Pass. (ii) Valid Driving License holder and well versed in the Traffic Rules.	30+5 = 35
8.	Notice Server (BS-1)	Primary Pass.	25+5 = 30
9.	Naib Qasid (BS-1)	Primary Pass.	25+5 = 30
10.	Chowkidar (BS-1)	Primary Pass.	25+5 = 30
11.	Armed Guard (BS-1)	Primary Pass.	25+5 = 30
12.	Bailiff (BS-1)	Primary Pass.	25+5 = 30
13.	Sanitary Worker (BS-1)	Primary Pass.	25+5 = 30

### GENERAL INFORMATION/ INSTRUCTIONS:

- The eligible candidates are advised to apply online through National Job Portal Link <https://njp.gov.pk>. No manual or hard copy of application will be accepted by any office. Candidates applying for more than one post should apply online for each post separately.
- Vacancies are reserved only for candidates belonging to Baluchistan Province, Disabled Persons and Minorities of the respective Province/ Region, as mentioned against each post.
- Candidates will be required to bring original documents (Educational, domicile and Experience Certificate etc) alongwith one set of all attested copies of documents at the time of test/interview.
- Screening tests and skills tests (where required) will be conducted as per recruitment policy of the Federal Government. Besides screening test for the post of Sepoy, physical fitness i.e. height and chest of the candidates at the requisite standard, shall also be mandatory.
- Disabled persons will have to submit a Certificate as proof of disability, duly issued by recognized Social Welfare Board/office or other authorized Government organization, at the time of test/interview.
- The FBR reserves the right not to fill any vacancy or to reduce the number of vacancies, if the circumstances so warranted at the time of final selection.
- The candidates working in Public Sector Departments/Organizations shall have to submit Departmental Permission Certificates from the respective employers at the time of test/interview, failing which they will not be allowed to participate in test/interview process.
- In addition to 05 years general upper age relaxation by the Government, further upper age relaxation shall be restricted upto the following categories of candidates, as per relevant rules/policy of the Federal Government: -

S.#	Category of candidates	Age relaxation admissible
(i)	(a) Candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Ex-FATA, Azad Kashmir and Gilgit-Baltistan for all posts under the Federal Government. (b) Candidates belonging to Sindh (Rural) and Baluchistan for posts in BPS-15 and below under the Federal Government.	03 years
(ii)	Released or Retired Officers/ Persons of the Armed Forces of Pakistan	15 years or the number of years actually served in the Armed Forces of Pakistan, whichever is less.
(iii)	Government Servants, who have completed atleast 02 years continuous government service on the closing date of receipt of applications.	10 years, upto the age of 55 years.
(iv)	Disabled persons for appointment to posts in BPS-15 and below.	10 years
(v)	Widow, son or daughter of a deceased civil servant, who died while in service.	05 years

- Minimum and Maximum age shall be calculated on the closing date of receipt of applications.
- Information provided in the online Application Form will be verified. In case of any false or forged information, FBR reserves the right to cancel candidature of any candidate at any stage (even after employment, if so revealed later) and to initiate legal action against the applicant.
- Only short-listed candidates will be called for test/ interview. All the candidates will be allowed to appear in the test/interview on provisional basis, subject to detailed scrutiny of their eligibility as per relevant criteria.
- No TA/ DA will be admissible for the Test/ Interview.
- Last date to apply online on the website of NITB (National Job Portal) is **26.08.2024**. Applications received after this date will not be entertained.

**Secretary (Management/HR-IR-VI)**  
 Federal Board of Revenue  
 Constitution Avenue, Islamabad.