



**Government of Pakistan**  
**MINISTRY OF INTERIOR**

# JOB OPPORTUNITIES - MINISTERIAL STAFF – 2024

Applications are invited from suitable Pakistani National candidates (male, female) to fill the following vacant posts in Islamabad Capital Police, according to the provincial / regional quota as laid down by the Federal Government to ensure transparency and merit:-

Sr.No.	Name of Post	No. of Posts	Regional/Provincial Quota	Age Limit	Minimum Qualification/Experience
1.	Assistant (BS-15)	19	Open Merit 01 ICT 08 (General) 01 (Women) Punjab 04 (General) 01 (Women) Sindh (R) 01 (General) Sindh (U) 01 (General) Khyber Pakhtunkhwa 01 (General) Balochistan 01 (General)	18-28 Years	i. Graduate ii. Must be computer literate.
2.	Stenotypist (BS-14)	22	Open Merit 01 ICT 09 (General) 01 (Women) 01 (Minorities) Punjab 05 (General) 01 (Women) Sindh (R) 01 (General) Sindh (U) 01 (General) Khyber Pakhtunkhwa 01 (General) Balochistan 01 (General)	18-25 Years	i. Intermediate ii. Minimum speed of Shorthand 80 w.p.m and Typing speed 40 w.p.m. iii. Must be computer literate.
3.	Data Entry Operator (BS-14)	05	ICT 03 (General) Punjab 01 (General) Khyber Pakhtunkhwa 01 (General)	18-25 Years	i. 2 <sup>nd</sup> Class or Grade "C" Bachelors Degree with Computer Science/Physics/Mathematics/Statistics from a university recognized by the HEC. ii. Minimum speed of 10,000 key depressions per hour for data entry / verification. iii. Must be computer literate.
4.	UDC (BS-13)	16	Open Merit 01 ICT 07 (General) 01 (Women) Punjab 04 (General) Sindh (U) 01 (General) Sindh (R) 01 (General) Khyber Pakhtunkhwa 01 (General)	18-25 Years	i. Intermediate ii. Must be computer literate
5.	LDC (BS-11)	23	Open Merit 01 ICT 10 (General) 01 (Women) 01 (Minorities) Punjab 05 (General) 01 (Women) Sindh (U) 01 (General) Sindh (R) 01 (General) Khyber Pakhtunkhwa 01 (General) Balochistan 01 (General)	18-25 Years	i. Matriculation ii. Minimum typing speed 30 w.p.m iii. Must be computer literate
6.	Naib Qasid (BS-01)	18	Local Based (Islamabad) ICT 15 (General) 02 (Women) 01 (Minorities)	18-25 Years	i. Primary
7.	Follower (BS-01)	92	Local Based (Islamabad) ICT 76 (General) 09 (Women) 05 (Minorities) 02 (Disable) <b>Cadres</b> AC Mechanic, Electrician, Plumber, Painter, Carpenter, Mason, Barber, Cobbler, Washerman, Gardner, Sais Sweeper, Cook, Vehicle/bike Mechanic, Tailor, Generator Mechanic, Sweeper etc.	18-25 Years	i. Primary ii. Relevant skill test

**Mandatory Requirements:**

Candidates qualifying written and skill test shall have to produce following original certificates/documents at the time of interview:

1. Academic Certificates
2. CNIC issued by NADRA
3. Domicile Certificate
4. 02 passport size photographs with blue background.
5. Affidavit duly countersigned by District Coordination Officer (DCO) in case of applying against minorities (Non-Muslims) quota.

**General Instructions**

1. Applicants should apply only online through websites [www.npftas.pk](http://www.npftas.pk) / [www.islamabadpolice.gov.pk](http://www.islamabadpolice.gov.pk) within **15 days** of publication of this advertisement.
2. **Fee Rs.1500/-** (Islamabad Police Character/Verification Fee.Rs.1000 and Recruitment/Documentation Processing Fee Rs.500).
3. The candidates applying for more than one post shall have to pay fee for each post separately.
4. Fee shall be paid through 1Link 1Bill via any Bank / ATM /Internet Banking / Easy Paisa / Jazz Cash / U Paisa using 24 digits PSID generated on your fee slip.
5. By hand, incomplete, received after closing date or through courier/email applications will not be accepted/entertained.
6. Applicants are expected to provide correct information. Provision of false information shall be liable to be proceeded against under section 420/468/471 PPC punishable with imprisonment up to seven years.
7. Applicants shall submit an affidavit about non-involvement in any criminal case at the time of interview. In case of false affidavit, the applicant shall be debarred to apply for police posts in future and legal action shall be taken as well.
8. Transgender person can apply as per his or her self-perceived gender identity in accordance with the provisions of Transgender Persons (Protection of Rights) Act, 2018 and gender mentioned in CNIC.
9. Government employees who meet the eligibility criteria may apply through proper channel.
10. Candidates applying on family claim basis shall provide complete documentation of their claim such as pension book, retirement order etc. at the time of interview.
11. **Upper age relaxation of 05 years as per Federal Government Rules shall be applicable as per policy.** Age will be counted from the closing date fixed for receipt of applications.
12. Only shortlisted candidates will be called for written and skill tests.
13. Those candidates, who qualify the written test, skill test will be called for interview.
14. The candidates appointed against the posts mentioned at Sr.No. 1, 4 & 5 shall have to qualify the mandatory prescribed IT Training Course of National Information Technology Board (NITB) before completion of probation period.
15. In case of applying for more than one post, applicant should apply separately.
16. Verification of character and academic antecedents of selected candidates will be conducted. In case of any bogus / false information or criminal record, selection shall stand withdrawn/cancelled immediately and the candidate shall be discharged/ dismissed from service (if so found after employment) and legal proceedings will also be initiated against him/her.
17. Detail of examination centers is available on ICT Police website. However, designation of center for applicant is exclusive right of ICT Police.
18. Passing a test / stage will qualify the candidates for the next stage / test only. A candidate failing in any stage/test will not be qualified for the next step/stage.
19. At the time of final selection, candidates will have to go through complete medical examination by the medical board/civil surgeon of the Federal Government. The candidates having Hepatitis B & C and any other perpetual ailments will also be disqualified.
20. Selected candidates shall accept Rules/Regulations governing the conduct, discipline, promotion, retirement and other ancillary matters as and when framed by the Government.
21. No TA/DA shall be admissible for written, physical/endurance, skill test & interview.
22. Candidates shall be informed about updates through updates through application portal/SMS/email.
23. The successful candidates shall have to be security-wise cleared before their joining at Islamabad Police.
24. ICT Police reserves the rights to modify/cancel the number of posts, advertisement/recruitment at any stage.
25. The candidates can also apply through Islamabad Capital Police website [www.islamabadpolice.gov.pk](http://www.islamabadpolice.gov.pk)
26. In case of any query, the candidates can contact **051-8466800**, and email [info@npftas.pk](mailto:info@npftas.pk)

**ASSISTANT INSPECTOR GENERAL OF POLICE**  
ESTABLISHMENT, ISLAMABAD