



**Government of Pakistan**  
**Ministry of National Health Services, Regulations and Coordination**  
3<sup>rd</sup> Floor, Kohsar Block, Pak Secretariat, Islamabad

# SITUATIONS VACANT

Applications are invited from eligible (Male and Female) Pakistani nationals against each for the following posts for recruitment on regular basis in Ministry of National Health Services, Regulations and Coordination, Islamabad as per criteria given below:

Sr. #	Name of Post	BPS	Posts Vacant	Qualification	Domicile	Age
1.	Stenotypist	14	12	<ul style="list-style-type: none"><li>Intermediate.</li><li>Shorthand/Typing speed 80/40 w.p.m Respectively</li><li>Computer literate</li></ul>	Merit 01 Punjab 06 Kpk 02 Sindh (R) 02 Sindh (U) 01	18 to 25 years
2.	LDC	09	08	<ul style="list-style-type: none"><li>Matric</li><li>Typing speed 30 w.p.m</li><li>The selected candidates shall have to undertake 03 weeks IT Basic Training Course conducted by NITB immediately after selection.</li></ul>	Merit 01 Punjab 04 Kpk 01 Sindh (R) 01 Sindh (U) 01	18 to 25 years
3.	Dispatch Rider	04	03	<ul style="list-style-type: none"><li>Primary Pass</li><li>Valid Driving License holder</li></ul>	Punjab 01 Kpk 01 Sindh(R)01	18 to 25 years
4.	Driver	04	01	Middle with LTV/HTV valid license	Punjab	18 to 25 years
5.	Naib Qasid	01	09	Primary Pass.	Local preferred	18 to 25 years

### TERMS & CONDITIONS:

- All appointments shall be made in accordance with Establishment Divisions recruitment policy.
- Age relaxation will be provided as per Federal Government Rules. However, five years general age relaxation will be admissible to all the candidates.
- Candidates must indicate the post applied for on the right side of the envelope.
- Candidates for post BPS-07 to BPS-15 are directed to apply online through Interior Testing Services (ITS) website [www.itspak.org](http://www.itspak.org).
- At initial stage copies of testimonials are not required to be attached with online application form.
- Candidates for post BPS-01 to BPS-04 are advised to submit their applications directly to **Section Officer (Admin-I)** Ministry of National Health Services, Regulation & Coordination, 3<sup>rd</sup> Floor, Kohsar Block, Pak Secretariat Islamabad. However, application form may be downloaded from ITS Website.
- Government Servants are directed to apply through proper channel.
- No TA/DA will be admissible.
- Fee submitted to **M/s ITS** will be non-transferable/non-refundable.
- No application will be received/entertained by hand.
- Incomplete applications and those received after due date will not be entertained
- Applications should reach **within 15 days** of publication of this advertisement.

**MANAGER OPERATION (MOH Project)**  
**Interior Testing Service (ITS)**

**Gulberg Place Plaza, 4th Floor, MPCHS, E-11/3 Markaz, Islamabad.**  
**Helpline: 051-4441235, Email: [info@itspak.org](mailto:info@itspak.org), Website: [www.itspak.org](http://www.itspak.org)**

PID(i)280/20(c)