

SITUATIONS VACANT

Online applications are invited from qualified/competent candidates for the following contractual and regular temporary posts vacant in the Federal Tax Ombudsman Secretariat, a public sector organization:-

S. #	Name of Post	Maximum Age Limit	No. of Posts	Fixed Monthly Salary	Place of Posting	Minimum Qualification, Experience
1	Advisors (BS-20/21/22 Equivalent)/Contract	For retired Govt. Officer: upto 63 years For practicing Lawyer: 46-63 years	15	BS-20/21: Rs.200,000/- BS-22: Rs.230,000/- For Lawyers: Rs.200,000/-	May be posted anywhere in Pakistan (Islamabad, Lahore, Karachi, Peshawar, Quetta, Faisalabad, Multan, Gujranwala, Sialkot, Sukkur & Abbottabad)	Retired BS-20/21/22 officers of the CSS Occupational groups preferably Customs/Inland Revenue Service/registered legal practitioners and members of legal fraternity with experience of handling Customs/Income Tax/Sales Tax & Federal Excise cases with minimum 20 years experience in Government/Semi Government/legal practice relating to tax policy, tax administration, preferably in Customs/Income Tax matters. For Lawyers: The minimum standing for Advocate of a High Court is ten years i.e. preferably having the experience in Tax/Corporate Matters.
2	Assistant Advisor (Media), BS-18 Equivalent /Contract	63 years	01	Rs.80,000/-	Islamabad	<ul style="list-style-type: none"> 16 Years of Education (IEC recognized) in Mass Communication/ Journalism or allied subjects. Minimum 05 Years of experience in managing print and electronic media affairs. Retired officers of PID will be preferred. <p>Main Job Descriptions</p> <ul style="list-style-type: none"> Media's day to day activities including design befitting media campaign to achieve target of the awareness and advocacy campaign. Curate relevant content to reach the targeted audience. Design, create and manage promotions and social ad campaigns. Analyze campaigns and translate anecdotal or qualitative data into recommendations and plans for revising media campaign.
3	IT Officer (BS-16 Equivalent)/Contract	33 years	01	Rs.55,000/-	Multan	<ul style="list-style-type: none"> BS Computer Science with three years experience in Network Administration and support. Required skills include installation, configuration, monitoring, maintenance and troubleshooting of networks, operating systems, computer systems, hardware and software.
4	Assistant (BS-14 Equivalent)/Contract	33 years	13	Rs.40,000/-	Islamabad-1 Lahore-3 Karachi-3 Peshawar-3 Sialkot-1 Sukkur-1 Abbottabad-1	Graduate 6 Weeks Basic IT Training Course (including MS Office)
5	Chowkidar (BS-1 Equivalent)/Contract	30 years	03	Rs.30,000/-	Sialkot-1 Sukkur-1 Abbottabad-1	Primary pass

Temporary regular Posts

S. #	Name of Post	Age Limit	No. of Posts	Domicile	Place of Posting	Minimum Qualification, Experience
6	Lower Division Clerk (BS-09)	18-25 years	04	Merit-1 Punjab-2 KP-1	Peshawar-1 Faisalabad-1 Multan-1 Gujranwala-1	<ul style="list-style-type: none"> i. Matric ii. Minimum typing speed of 30 w.p.m iii. Computer literate iv. In case of selection, 3 Weeks Basic IT training course (including MS Office) is mandatory from NITB before completion of probation period
7	Dispatch Rider (BS-04)	18-30 years	01	Punjab-1	Multan-1	<ul style="list-style-type: none"> i. Primary pass ii. Valid driving license holder and well versed in the traffic rules
8	Driver (BS-04)	18-30 years	02	Punjab-1 Balochistan-1	Islamabad-1 Quetta-1	<ul style="list-style-type: none"> i. Primary pass ii. Valid driving license holder and well versed with traffic rules
9	Chowkidar (BS-01)	18-25 years	05	Local	Islamabad-2 Karachi-1 Multan-1 Faisalabad-1	Primary pass
10	Cook (BS-01)	18-25 years	02	Local	Islamabad-2	Primary pass with cooking experience essential
11	Sanitary Worker (BS-01)	18-25 years	01	Local	Karachi	Primary pass
12	Frash (BS-01)	18-25 years	01	Local	Faisalabad	Primary pass
13	Frash Cum Mali (BS-01)	18-25 years	01	Local	Islamabad	Primary pass

General Information/ Instructions:

- Appointment against S # 1-5 shall be made purely on contract basis for a period of one year, extendable on performance basis.
- Appointment against temporary posts mentioned at S # 6-13 shall be made on regular basis.
- Applicants already in Government Service shall provide NOC from their respective Organizations at the time of Interview/Test.
- Persons, who already applied in pursuant to our previous advertisements, shall apply afresh.
- Age relaxation to the candidates applying against regular posts (S # 6 to 13) shall be allowed as per policy of Federal Government.
- Number of posts can be increased/decreased, as per requirement.
- Interested candidates meeting the requisite qualification/experience/skills criteria for the posts mentioned from S # 1 to 4 & 6 may apply online at <http://www.fto.gov.pk/ftojobs>. **Only online applications will be considered.**
- For posts mentioned from S # 5 & 7 to 13, candidates shall directly submit the applications alongwith required documents by post/courier to Federal Tax Ombudsman Secretariat, 5-A Constitution Avenue, Islamabad.
- The applications must reach the undersigned within 15 days from the date of publication of this advertisement.
- Applications received after last date, incomplete/not properly applied etc. will not be considered.
- All qualified male and female candidates are encouraged to apply for vacancies.
- Only shortlisted candidates shall be called for Test/Interview.
- No TA/DA shall be admissible for appearing in Test/Interview.

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