

SITUATIONS VACANT

Applications are invited from Pakistan Nationals on local basis as well as having domicile of the respective Province/Region against following vacant posts in Federal Revenue Field Formations of FBR:-

Sr. #	Office and Address	Post Vacant										
		Assistant (BS-13)	Senior (BS-14)	UDC (BS-11)	Senior (BS-14)	Senior (BS-14)	Senior (BS-14)	Senior (BS-14)	Senior (BS-14)	Senior (BS-14)	Senior (BS-14)	Senior (BS-14)
1.	Regional Tax Office, Islamabad, Minor Area, G-5/1, Islamabad	1	1	1	1	1	1	1	1	1	1	1
2.	Regional Tax Office, Ferozshah Avenue Tax Building, Hayat Road, Ferozshah	1	1	1	1	1	1	1	1	1	1	1
3.	Corporate Tax Office, Lakshmi, Tax House (Opp. Mark Darya Road, Lahore)	1	1	1	1	1	1	1	1	1	1	1
4.	Regional Tax Office, Bahawalpur, T-1/C, Near Shaheed Road, Model Town-A, Bahawalpur	1	1	1	1	1	1	1	1	1	1	1
5.	Regional Tax Office, Faisalabad, Jail Road, Faisalabad	1	1	1	1	1	1	1	1	1	1	1
6.	Regional Tax Office, Sukkur, Katchery Road, Sukkur	1	1	1	1	1	1	1	1	1	1	1
7.	Regional Tax Office, Rawalpindi, 15-Mirza Road Civil Line, Rawalpindi	1	1	1	1	1	1	1	1	1	1	1
8.	Regional Tax Office, Sargodha, University Road, Sargodha	1	1	1	1	1	1	1	1	1	1	1
9.	Regional Tax Office, Hyderabad, 4-01, Site Area, Hyderabad	1	1	1	1	1	1	1	1	1	1	1
10.	Regional Tax Office, Abbottabad, Islamabad Road, opposite Civil Courts, Abbottabad	1	1	1	1	1	1	1	1	1	1	1
11.	Director General of Investigation & Investigation Cell, Islamabad, 2 nd Floor, Investigation Tower, G-5/1, Islamabad	1	1	1	1	1	1	1	1	1	1	1
12.	Directorate of Intelligence & Investigation-IB, Faisalabad, House No. 1, Zameer Block, Education Town No. 1, Sargodha Road, Faisalabad	1	1	1	1	1	1	1	1	1	1	1
13.	Directorate of Intelligence & Investigation-IB, Karachi, Sadoz Tax House, PPA Scheme No. 1, Old Sadoz Road, Near Sadoz Park, University Road, Karachi	1	1	1	1	1	1	1	1	1	1	1
14.	Regional Tax Office, Gujranwala, Opposite Gulshan Colony, G-1 Road, Gujranwala	1	1	1	1	1	1	1	1	1	1	1
15.	Corporate Tax Office, Karachi, 2 nd Floor, Income Tax Building, Shaheed-Kamal Aun Chah, Karachi	1	1	1	1	1	1	1	1	1	1	1
16.	Regional Tax Office, Multan, C.M.Q Road, Nizamuddin, Multan	1	1	1	1	1	1	1	1	1	1	1
17.	Regional Tax Office, Sukkur, Quater Road, Sukkur	1	1	1	1	1	1	1	1	1	1	1
Total: 962												

REQUIRED QUALIFICATION, EXPERIENCE, AGE LIMIT

S.No	Name of Post	Qualification/Experience	Age Limit (including 5 years)
1	Assistant (BS-13)	03 Graduate Successful completion of 06 weeks Basic IT Training Course (including MS Office) conducted by the NTFB shall be mandatory before expiry of probation period, otherwise the services of the appointment shall be terminated without any notice.	26-33
2	Secretary (BS-14)	03 Intermediate 04 Minimum speed of 60 WPM w.p.m in shorthand typing (recopying) Must be computer literate.	25-33
3	Data Entry Operator (BS-14)	03 2 nd Class or Grade "C" Bachelor's degree with Computer Science/Statistics/Mathematics/Physics from a University recognized by the Higher Education Commission. 04 Minimum Speed of 18,000 key depressions per hour for data copy-verification.	25-30
4	Upper Division Clerk (BS-11)	03 Intermediate 04 Successful completion of 03 weeks Basic IT Training Course (including MS Office) conducted by the NTFB shall be mandatory before expiry of probation period, otherwise the services of the appointment shall be terminated without any notice.	25-30
5	Lower Division Clerk (BS-9)	03 Matric 04 Successful completion of 03 weeks Basic IT Training Course (including MS Office) conducted by the NTFB shall be mandatory before expiry of probation period, otherwise the services of the appointment shall be terminated without any notice.	25-30
6	Supry (BS-5)	03 Matric Pass 04 For male candidates: Height 5' 7" - 5' 9" Chest 33" - 35" For female candidates: Height 5'	25-30
7	Driver (BS-4)	03 Primary Pass 04 Valid Driving License holder and well versed in the Traffic Rules	30-35
8	Dispatch Rider (BS-4)	03 Primary Pass 04 Valid driving license holder and well versed in the traffic rules	30-35
9	Notice Server (BS-1)	03 Primary Pass	24-30
10	Mail Guard (BS-1)	03 Primary Pass	24-30
11	Security Guard (BS-1)	03 Primary Pass	24-30
12	Mail Clerk (BS-1)	03 Primary Pass	24-30
13	Attendant (BS-1)	03 Primary Pass	24-30
14	Armed Guard (BS-1)	03 Primary Pass	24-30
15	Buildup (BS-1)	03 Primary Pass	24-30

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 for BS-1 to BS-14 shall ordinarily be filled on local basis in terms of Rule 16 of Civil Servants (Appointment, Promotion & Transfer) Rules, 1973, whereas vacancies for BS-15 shall be filled by appointment of persons domiciled in the respective province or region of which office strictly under Rule 15 of the aforesaid rules and confirmation round by the Establishment Division from time to time.
- Candidates will be required to bring original documents (Educational, domestic and Experience Certificate etc) alongwith one set of all attested copies of documents at the time of test/interview.
- Resolving time and skills (where required) will be conducted as per recruitment policy of the Federal Government. Besides resolving test for the post of drivers, physical fitness is a requisite and other of the candidates at the respective medical check shall also be mandatory.
- The contract employees (BS-1 to BS-14) who were appointed under the Family Insurance Package for the families of Government employees, who died while in service, may also apply online for any of the above posts, if they desire so, subject to their eligibility.
- 30% quota for women, 2% quota for minorities (non-Muslims) and 2% quota for disabled persons shall also be strictly observed by each office as per local instructions. Disabled persons will have to submit a Certificate as per attached format, duly signed by recognized Medical Board/Offices 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 vacancies are warranted at the time of final selection.
- The candidates working in Public Finance Departments/Organizations shall have to submit Documentation Certificate 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 60 years general upper age relaxation by the Government, further upper age relaxation shall be extended upon the following categories of candidates, as per relevant rules/policy of the Federal Government:-
 - Category of candidates: 60 years
 - 01 (a) Candidates belonging to Agricultural Caste, Backward Community, recognized tribes of the I.A.P.A., and Kashmiri and Gilgit-Baltistan for all posts under the Federal Government. 60 years
 - 01 (b) Candidates belonging to South Bharat. 60 years
 - 01 (c) Retirees or Retired Officers/Persons of the Armed Forces of Pakistan 15 years up to the number of years actually served in the Armed Forces of Pakistan, whichever is less. 60 years
 - 01 (d) Government servants, who have completed atleast 02 years continuous government service on the closing date of receipt of application. 58 years, upto the age of 55
 - 01 (e) Divorced persons for appointment to posts in BS-13 and below. 60 years
 - 01 (f) Widows, men or daughter of a divorced and widows, who died while in service. 60 years
- Minimum and Maximum age shall be calculated on the closing date of receipt of application.
- 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 verified, 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 rules.
- No FCB/DA will be admissible for the Test/Interview.
- The candidates may apply online within 15 days from the date of publication of this Advertisement in the press. Applications received after 15 days of publication of Advertisement will not be entertained.

Please click the Apply Online link near the end of this webpage to apply for these jobs.