

# CAREER OPPORTUNITIES

Advertisement Code: IP-19-09

A Public Sector Scientific and Technical Organization seeks to fill under mentioned posts with highly motivated & result-oriented individuals in following disciplines.

S. No	Position Title/Field	Pay Scale Code	Eligibility Criteria
1	Junior Executive-I (Admin)	1	MBA (HRM/Business Administration) or equivalent Post Graduation degree in relevant field in 1 <sup>st</sup> Division and not more than two 2 <sup>nd</sup> Divisions from Matric onwards. <i>Preference may be given to the individuals having relevant experience.</i>
2	Assistant Technical Officer (Boiler)		1 <sup>st</sup> Class Boiler Engineer Certificate with 05 years experience in relevant field. OR 2 <sup>nd</sup> Class Boiler Engineer Certificate with 09 years experience in relevant field.
3	Engineering Assistant Electrical	2	03 Years DAE (Electrical) in 1 <sup>st</sup> Division from recognized Polytechnic Institute.
4	Engineering Assistant Electronics		03 Years DAE (Electronics) in 1 <sup>st</sup> Division from recognized Polytechnic Institute.
5	Engineering Assistant Mechanical		03 Years DAE (Mechanical) in 1 <sup>st</sup> Division from recognized Polytechnic Institute.
6	Scientific Assistant-I Physics		B.Sc. (only 2 years program after intermediate) in 1 <sup>st</sup> Division. The individual must have studied Physics & Maths in B.Sc.
7	Scientific Assistant-I Chemistry		B.Sc. (only 2 years program after intermediate) in 1 <sup>st</sup> Division. The individual must have studied Chemistry & Maths in B.Sc.
8	Computer Operator	2	B.Sc. (Phy/Math/ Stat/Ecn.) / BCS / BIT in 1 <sup>st</sup> Div (Only 02 years degree after intermediate) with 10,000 Key Depression per Hour (kdph) OR 03 years DAE from a recognized Poly Tech Institute in Electronics / Electrical/ Computer Technology (1 <sup>st</sup> Div) with Six Months Courses in Computer Applications.
9	Junior Assistant-I Admin		BA/B.Sc./B.Com (only 02 years degree after intermediate) in 1 <sup>st</sup> Division. <i>Preference may be given to individuals having relevant work experience and proficiency/course in MS Office.</i>
10	Junior Assistant-I Finance		B.Com (only 02 years degree after intermediate) in 1 <sup>st</sup> Division. <i>Preference may be given to candidates having relevant work experience.</i>
11	Junior Library Assistant		Bachelor of Library Sciences (only 02 years degree after intermediate) in 1 <sup>st</sup> Div with Computer Literacy.
12	Head Cook	3	Matric with 10 years relevant experience. OR Middle with 15 years relevant experience <i>Preference will be given to those who have worked in Five Star Hotels.</i>
13	Tech-II (Carpenter)		Matric (Science) in 1 <sup>st</sup> Division with 02 years Apprenticeship / Certificate and 02 years experience in relevant field. OR
14	Tech-II (Fabricator)		Matric (Science) with 02 years Apprenticeship / Certificate and 03 years experience in relevant field. OR
15	Tech-II (Machinist)		Matric (Science) with 01 year Course Certificate and 07 years experience in relevant field. OR
16	Tech-II (Auto Electrician)		Matric with 10 years experience in relevant field. Matric (Science) in 1 <sup>st</sup> Division with 02 years Apprenticeship / Certificate and 02 years experience in relevant field. OR
17	Tech-II (Vehicle Mechanic)		Matric (Science) with 02 years Apprenticeship / Certificate and 03 years experience in relevant field. OR
18	Tech-II (Black Smith)		Matric (Science) with 01 year Course Certificate and 07 years experience in relevant field. OR
19	Scientific Assistant-II Physics		Matric with 10 years experience in relevant field. OR Middle with 12 years experience in relevant field.
20	Scientific Assistant-II Chemistry		F.Sc in 1 <sup>st</sup> Division. The candidate must have studied Physics & Maths in F.Sc.
21	Junior Computer Operator		F.Sc in 1 <sup>st</sup> Division. The candidate must have studied Chemistry & Maths in F.Sc.
22	Junior Assistant-II Administration		F.Sc / F.A in 1 <sup>st</sup> Div with 06 Months courses in Computer Application with 10,000 Key Depression per Hour (Kdph) OR F.Sc. Computer Science 1 <sup>st</sup> Div with 10,000 Key Depression per Hour (kdph) <i>Preference may be given to individuals having experience in relevant field.</i>
23	Telecom Operator-II	FA/FSc/I.Com/ D.Com in 1 <sup>st</sup> Division with 06 months Office Automation Course. <i>Preference may be given to individuals having experience in relevant field.</i>	
24	Helper-I (Carpenter)	4	Intermediate in 1 <sup>st</sup> Div. with 02 years relevant experience.
25	Helper-I (Fabricator)		Matric (Science) with at least 50% marks. The individual must have 01 year Course Certificate in relevant field and 05 years experience in relevant field after obtaining the Course Certificate. OR
26	Helper-I (Mechanical Draftsman)		Matric (Science) with at least 50% marks. The individual must have at least 06 years experience in relevant field. OR
27	Helper-I (Plumber)		Matric (Science) with at least 07 years experience in relevant field. OR
28	Helper-I (Telephone Line Technician)		Matric with at least 08 years experience in relevant field.

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29	Helper-I (Auto Electrician)	4	Matric (Science) with at least 50% marks. The individual must have 01 year Course Certificate in relevant field and 05 years experience in relevant field after obtaining the Course Certificate. OR Matric (Science) with at least 50% marks. The individual must have at least 06 years experience in relevant field. OR Matric (Science) with at least 07 years experience in relevant field. OR Matric with at least 08 years experience in relevant field. OR Middle with at least 10 years experience in relevant field.	
30	Helper-I (Vehicle Mechanic)			
31	Helper-I (Die-Maker/Fitter)			
32	Helper-I (Die-Caster) (For Foundry Shop)			
33	Helper-I (Molder) (For Foundry Shop)			
34	Helper-I (Tin Smith)			
35	Helper-I (Furniture Polisher)			
36	Cook-II			Middle with 06 years relevant experience
37	Tandoorchi			Middle with 06 years relevant experience
38	Driver - III			Matric with LTV & HTV Driving License and 03 years experience after obtaining HTV License.

**Pay Scale details:**

Code 1 : 31660-1900-88660	Code 2 : 21100-1300-60100
Code 3 : 17650-1210-53950	Code 4 : 14710-800-38710

**Note :**

- ▶ Where 1<sup>st</sup> Division in the final degree is mandatory, only one 2<sup>nd</sup> division in the entire academic career from Matric onwards is allowed (except post mentioned at S No 1)
- ▶ The Posts are purely temporary but likely to be continued for an indefinite period. The Posts mentioned at S. No. 13 to 38 are on contract basis.
- ▶ Compliance to advertised criteria does not guarantee short listing. If large number of applicants meet prescribed criteria, further shortlisting may be carried out on the basis of higher grades in respective degree/relevant experience/any other criteria set by the organization.
- ▶ The organization reserves the rights to withdraw/cancel the vacancies or reject any application at any stage without assigning any reason.
- ▶ Experience (where required) means experience gained after date of attaining the minimum required academic/professional qualification.
- ▶ Candidates having done O/A Level, should provide equivalent marks (given by IBCC) in the application.
- ▶ Candidates already in Govt. Service should apply Through Proper Channel and submit NOC at the time of interview from their parent departments that if selected they will be relieved accordingly.
- ▶ Concealment of information in any respect (academic/experience or any other) may disqualify the applicant from candidature/employment at any stage.
- ▶ Further correspondence/intimation for Test/Interview shall be made through SMS/e-mail address. Hence, all the candidates are advised to provide valid mobile numbers and e-mail addresses. Please do not provide ported mobile number (which is converted from one network to another).
- ▶ Photograph is mandatory to be submitted along with online application form. Recommended photo format is JPEG and photo size must not exceed 200KB.
- ▶ Preferred upper age for Positions mentioned at S. No 1, 3 to 11 & 19 to 23 is 30 years and for Positions mentioned at S. No. 2,12 to 18 & 24 to 38 is 35 years.
- ▶ TA/DA is not admissible.

**HOW TO APPLY?**

- ▶ For Positions mentioned at S. No. 1 to 15 & 19 to 28 and 38 : The eligible candidates **MUST APPLY ONLY ONLINE** through website ([www.hr1384.com.pk](http://www.hr1384.com.pk)). Applications received for these posts through any other source will not be considered.
- ▶ For Positions mentioned at S. No 16 to 18 & 29 to 37: The eligible candidates may apply **ONLINE (www.hr1384.com.pk)** OR through surface mail. In order to apply through surface mail, applications should be submitted on APPLICATION FORM available at website ([www.hr1384.com.pk](http://www.hr1384.com.pk)), to **Director I/C HRD, P. O. Box 1384, Islamabad**. Applications received other than the specified Application Form will not be considered.
- ▶ **Last date to apply online / receipt of applications is March 25, 2019**