

# CAREER OPPORTUNITIES

Advertisement Code: IP-20-34

**A Rawalpindi/Islamabad based 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	<b>Junior Executive-I</b> (Admin/HRM)	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 work experience.</i>			
2	<b>Junior Executive-I</b> (Finance)		M.Com / MBA / Post Graduate or equivalent in the 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 work experience.</i>			
3	<b>Senior Engineering Assistant</b> (Mechanical)	2	03 Years DAE (Mechanical) in 1 <sup>st</sup> Division from recognized Polytechnic Institute with 04 years relevant work experience.			
4	<b>Engineering Assistant</b> (Mechanical)	3	03 Years DAE (Mechanical) in 1 <sup>st</sup> Division from recognized Polytechnic Institute.			
5	<b>Engineering Assistant</b> (Metallurgy/Foundry)		03 Years DAE (Metallurgy/Foundry) in 1 <sup>st</sup> Division from recognized Polytechnic Institute. <i>Preference may be given to the individuals having relevant work experience.</i>			
6	<b>Engineering Assistant</b> (Electronics)		03 Years DAE (Electronics) in 1 <sup>st</sup> Division from recognized Polytechnic Institute.			
7	<b>Engineering Assistant</b> (Electrical)		03 Years DAE (Electrical) in 1 <sup>st</sup> Division from recognized Polytechnic Institute.			
8	<b>Engineering Assistant</b> (Auto & Diesel)		03 Years DAE (Auto & Diesel) in 1 <sup>st</sup> Division from recognized Polytechnic Institute.			
9	<b>Engineering Assistant</b> (R & AC)		03 Years DAE (R & AC) in 1 <sup>st</sup> Division from recognized Polytechnic Institute.			
10	<b>Engineering Assistant</b> (Chemical)		03 Years DAE (Chemical) in 1 <sup>st</sup> Division from recognized Polytechnic Institute.			
11	<b>Engineering Assistant</b> (Civil)		03 Years DAE (Civil) in 1 <sup>st</sup> Division from recognized Polytechnic Institute.			
12	<b>Scientific Assistant-I</b> (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.			
13	<b>Head Cook</b>		Matric with 10 years relevant experience. OR Middle with 15 years relevant experience. <i>Preference will be given to individuals who have worked in Five Star Hotels.</i>			
14	<b>Technician-II</b> (Veterinary Assistant)	F.Sc. (preferably 1 <sup>st</sup> Division) with 01 year Diploma/Course in relevant field from Govt recognized Institute. OR Matric (Science) in 1 <sup>st</sup> division with 02 years Diploma/Course in relevant field from Govt recognized Institute. The individual must have 02 years relevant post qualification experience. OR Matric (Science) in 1 <sup>st</sup> division with 01 years Diploma/Course in relevant field from Govt recognized Institute. The individual must have 03 years relevant post qualification experience. OR Matric (Science) with 02 years Diploma/Course in relevant field from Govt recognized Institute. The individual must have 03 years relevant post qualification experience. OR Matric (Science) with 01 year Diploma/Course in relevant field from Govt recognized Institute. The individual must have 04 years relevant post qualification experience.				
		15	<b>Technician-II</b> (Electrician)	Matric (Science) in 1 <sup>st</sup> Division with 02 years Apprenticeship / Course Certificate and 02 years experience in relevant field.		
		16	<b>Technician-II</b> (R & AC)	OR Matric (Science) with 02 years Apprenticeship / Course Certificate and 03 years experience in relevant field.		
		17	<b>Technician-II</b> (Machinist)	OR Matric (Science) with 01 year Course Certificate and 07 years experience in relevant field.		
		18	<b>Technician-II</b> (Bench Fitter)	OR Matric with 10 years experience in relevant field.		
		19	<b>Technician-II</b> (Carpenter)			
		20	<b>Technician-II</b> (Black Smith)	Matric (Science) in 1 <sup>st</sup> Division with 02 years Apprenticeship / Course Certificate and 02 years experience in relevant field. OR Matric (Science) with 02 years Apprenticeship / Course Certificate and 03 years experience in relevant field. OR Matric (Science) with 01 year Course Certificate and 07 years experience in relevant field.		
				21	<b>Technician-II</b> (Die-Maker/Fitter) Sheet Metal works (Blanking, Piercing and Draw Die Tooling)	OR Matric with 10 years experience in relevant field. OR Middle with 12 years experience in relevant field.
				22	<b>Scientific Assistant-II</b> (Physics)	F.Sc in 1 <sup>st</sup> Division. The candidate must have studied Physics & Maths in F.Sc.
		23	<b>Scientific Assistant-II</b> (Chemistry)	F.Sc in 1 <sup>st</sup> Division. The candidate must have studied Chemistry & Maths in F.Sc.		
		24	<b>Special Vehicle Operator-III</b>	Matric having HTV Civil Driving License with trade test in operation of special vehicle (Crane, Fork Lifter etc.) and 03 years experience in relevant field after obtaining license. OR Retired Naik or equivalent from Armed Forces with minimum T.T Class-II course in the operation of relevant vehicles with 03 years experience in relevant field.		
		25	<b>Telecom Operator-II</b>	Intermediate in 1 <sup>st</sup> Div. with 02 years relevant experience.		
		26	<b>Fire Leader</b>	Matric with Science (Preferably 1 <sup>st</sup> Div.) with 06 years experience in the relevant field and Fireman Course from a recognized institute.		

S. No	Position Title/Field	Pay Scale Code	Eligibility Criteria
27	Helper-I (Welder)	5	<p>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.</p> <p>OR</p> <p>Matric (Science) with at least 50% marks. The individual must have at least 06 years experience in relevant field.</p> <p>OR</p> <p>Matric (Science) with at least 07 years experience in relevant field.</p> <p>OR</p> <p>Matric with at least 08 years experience in relevant field.</p>
28	Helper-I (Mechanical Draftsman)		
29	Helper-I (Machinist)		
30	Helper-I (Generator O&M)		
31	Helper-I (R & AC)		
32	Helper-I (Plumber)		
33	Helper-I (Telephone Line Technician)		
34	Helper-I (Tin Smith)		
35	Helper-I (Die-Maker/Fitter) Sheet Metal works (Blanking, Piercing and Draw Die Tooling)		
36	Helper-I (Foaming)		
37	Cook-II		Middle with 06 years relevant experience.
38	Driver - III		Matric with LTV & HTV Driving License and 03 years experience after obtaining HTV License. Minimum height limit of candidate is 168cm.

#### Pay Scale details:

Code 1 : 31660-1900-88660	Code 2 : 28140-1480-72540
Code 3 : 21100-1300-60100	Code 4 : 17650-1210-53950
Code 5 : 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 & 2)
- ▶ The Posts are purely temporary but likely to be continued for an indefinite period. The Posts mentioned at S. No. 14 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/age or any other criteria set by the organization.
- ▶ The organization reserves the rights to withdraw/cancel the post(s) 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, must provide equivalent marks (given by IBCC) in the application.
- ▶ **Selected candidates will have to submit/provide copies of their degrees/certificates duly attested/verified by the concerned issuing authorities/governing bodies (i.e. HEC/BISE/Technical Boards/TEVTA etc.) before joining.**
- ▶ All required academic qualification (i.e. degrees, certificates) must be from HEC/BISE/Technical Boards/Govt. Governing Bodies recognised institutes.
- ▶ Candidates already in Govt. Service must 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 (Latest, Passport size, blue background) is mandatory to be submitted along with online application form. Recommended photo format is JPEG and photo size must not exceed 200KB.
- ▶ TA/DA is not admissible.

#### HOW TO APPLY?

- ▶ For Positions mentioned at S. No. 1 to 19, 22 to 33 & 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 20, 21 & 34 to 37 : The eligible candidates may apply **ONLINE (www.hr1384.com.pk)** OR through surface mail. In order to apply through surface mail, applications must be submitted on APPLICATION FORM available at website ([www.hr1384.com.pk](http://www.hr1384.com.pk)), to **Director General 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 December 07, 2020**