



FEDERAL GOVERNMENT EDUCATIONAL INSTITUTIONS (CANTONMENTS/ GARRISONS) DIRECTORATE
SIR SYED ROAD RAWALPINDI CANTONMENT

Anx-C

VACANT POSTS

Ministry of Defence, Federal Government Educational Institutions (Cantonments/ Garrisons) Directorate, Sir Syed Road, Rawalpindi Cantonment has authorized CTS Pak to conduct Screening/ Skill Test for recruitment of Teaching/ Non-Teaching Staff against various posts in BPS-6 to BPS-15 as under:-

TEACHING STAFF

Ser	Name of Post	BPS	Academic/ Professional Qualification	Total No of Posts	Open Merit	Punjab			Sindh (Urban)		Sindh (Rural)			KPK			Balochistan		FATA/ Gilgit Baltistan			AJK		Age Limit
						Merit	Minority (Non-Muslim)	Disabled Persons	Merit	Minority (Non-Muslim)	Merit	Minority (Non-Muslim)	Disabled Persons	Merit	Minority (Non-Muslim)	Disabled Persons	Merit	Merit	Minority (Non-Muslim)	Disabled Persons	Merit			
1.	Elementary School Teacher - Male	14	(i) F.A/ F.Sc, 2 nd Class or equivalent or higher qualification (ii) CT or equivalent or higher professional qualification (Mandatory)	217	16	101	5	2	16	1	23	1	1	2 3	2	1	12	7	1	1	4	18 – 25 Years		
2.	Assistant Librarian-Male	9	(i) Matric or equivalent or higher qualification (ii) Certificate in Library Sciences or equivalent or higher professional qualification (Mandatory)	4	0	2	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0			
3.	Assistant Librarian - Female	9		1	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0			
4.	Library Assistant - Male	9		1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
5.	Library Assistant - Female	9		1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
6.	Bandmaster - Male	6	(i) Matric or equivalent or higher qualification (ii) One Year Training Certificate / Diploma in Band/ Music from a recognized institution or equivalent or higher professional qualification (Mandatory)	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0			

NON-TEACHING STAFF

Ser	Name of Post	BPS	Academic/ Professional Qualification	Total No of Posts	Open Merit	Punjab				Sindh (Urban)		Sindh (Rural)			KPK		Balochistan		FATA/ Gilgit Baltistan			AJK		Age Limit
						Merit	Women	Minority (Non-Muslim)	Disabled Persons	Merit	Women	Merit	Women	Minority (Non-Muslim)	Merit	Women	Merit	Women	Merit	Women	Merit	Minority (Non-Muslim)		
1.	Assistant	15	(i) B.A/ B.Sc or Equivalent or Higher qualification (ii) Selected candidates must complete 6 weeks basic IT Training Course (including MS Office) from NITB during probation period.	6	0	3	1	0	0	0	0	0	0	0	0	0	0	1	1	0	0	18 – 28 Years		
2.	Accountant	14	B.Com or equivalent or higher qualification	5	0	1	0	0	1	0	1	0	0	0	0	1	1	0	0	0	0	18 – 25 Years		
3.	Steno Typist	14	(i) Intermediate or equivalent or higher qualification (ii) Shorthand Speed: 80 words per minute (iii) Typing Speed : 40 words per minute	2	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0			

Ser	Name of Post	BPS	Academic/ Professional Qualification	Total No of Posts	Open Merit	Punjab				Sindh (Urban)		Sindh (Rural)			KPK		Balochistan		FATA/ Gilgit Baltistan	A JK		Age Limit
						Merit	Women	Minority (Non-Muslim)	Disabled Persons	Merit	Women	Merit	Women	Minority (Non-Muslim)	Merit	Women	Merit	Women	Merit	Women	Merit	
4.	Data Entry Operator	12	(i) Bachelor degree in Physics or Maths or Stats or Economics or equivalent or higher qualification (ii) 10000 key depression per hour for Data Entry	2	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	18 – 25 Years
5.	UDC	11	(i) Intermediate or equivalent or higher qualification (ii) Selected candidates must complete 3 weeks basic IT Training Course (including MS Office) from NITB during probation period.	12	0	7	0	0	0	1	0	2	0	0	1	0	0	0	0	1	0	
6.	LDC	9	(i) Matric or equivalent or higher qualification (ii) Typing speed: 30 Words per minute (iii) Selected candidates must complete 3 weeks basic IT Training Course (including MS Office) from NITB during probation period.	25	0	10	1	0	1	1	3	1	1	2	1	1	0	1	1	0		
7.	Laboratory Assistant	7	(i) Matric with Science	19	0	5	1	3	0	0	0	4	0	0	0	0	1	1	2	1	1	

TERMS & CONDITIONS

1. Further age relaxation is admissible according to Govt policy as under:-

a.	General age relaxation (for all candidates)	5 Years
b.	(1) Candidates belonging to Scheduled Castes, Buddhist Community, recognized Tribes of the Tribal Areas, Azad Kashmir and Gilgit Baltistan (2) Candidates belonging to Sindh (Rural) and Balochistan	3 Years
c.	Released or Retired Officers/ Personnel of the Armed Forces of Pakistan	15 years or the number of years actually served in the Armed Forces of Pakistan, whichever is less.
d.	Govt servants who have completed 2 years continuous Govt service on the closing date of receipt of applications and are still in service	10 years, upto the age of 55 years
e.	Disabled persons	10 years (Subject to provision of disability certificate by District Assessment Board/ Social Welfare Department at the time of Interview).
f.	Widow/ Widower or Son/ Daughter of a deceased civil servant who died during service (On or after 01-07-2005)	5 Years (Subject to provision of Departmental office order/ Notification of death at the time of Interview).

- Selected candidate may be appointed anywhere in Pakistan.
- Married female candidate can apply on the basis of her own or her husband's domicile.
- Candidates must mention their **District of Domicile** on application form.
- Candidate may apply for more than one post by submitting **separate application form** for each post with **separate fee**.
- Incomplete application forms in any respect or forms received after closing date shall not be entertained.
- Age academic and professional qualification of the candidates shall be determined on the closing date of applications.
- Final selection/ recruitments of candidates shall be made after detailed scrutiny of documents.
- Shortlisted Candidates will be called for interview on the basis of written/ Skill test, according to Government policy.
- Professional Qualification i.e. CT/ B.Ed/ M.Ed/ BS.Ed/ M.A (Education) or equivalent (for Elementary School Teacher), certificate in Library Sciences or equivalent (for Library Assistant/Assistant Librarian) and one year training certificate/ Diploma in Band/ Music (for Bandmaster) is **mandatory**.
- No extra marks will be given on higher academic/ professional qualification and experience.
- As per Federal Govt policy, final merit list will be prepared by giving 70% weightage to marks obtained in Written/ Skill Test and 30% weightage to marks obtained in interview.
- Shortlisted candidates must produce original documents (**Date of declaration of result must be mentioned on mark sheet/ transcript**) at the time of interview. In case, any of the documents is found fake or bogus at any stage, candidature of the particular candidate will stand cancelled. Even in case of his/ her selection, such fake documents whenever found, will lead to appropriate disciplinary action/ criminal proceedings against such person.
- Govt servants must produce fresh NOC from their department at the time of interview.**
- No TA/ DA is admissible for the Written/ Skill Test and Interview.

HOW TO APPLY

1. Please download the Application Form and the Test Fee Deposit Slip from CTS PAK website: www.ctspak.com / www.ctsp.org.pk. Fill up the application form and challan fee properly. Pay the prescribed test fee in any of the country wide online branches of UBL and get the receipt from the bank.
2. Send the filled Application Form along with the **original receipt** (CTS PAK Copy) to: CTS Headquarter, 414, F2 Floor, Jeff Heights, Main Boulevard, Gulberg-III, Lahore by **11 November 2019**.
3. For further information, please visit www.ctspak.com, www.ctsp.org.pk, www.fgei-cg.gov.pk. OR Contact CTS Pak on the given numbers OR send email on Query@ctspak.com



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