

SITUATIONS VACANT

1. Applications are invited from eligible candidates having relevant qualification/ experience for recruitment against the following vacant posts to **Join General Headquarters (GHQ) as Civilian employee**. Terms and conditions for eligibility are indicated against each:-

| S/ No | Name of the Post / Pay Scales | Minimum Educational Qualifications & Other Conditions | Age Limit (Including General Age Relaxation) | No of Vacancies | Provincial / Regional Quota |
|-------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-----------------|----------------------------------------------------------------------------------------|
| 1 | Assistant (BPS-15) | a. Graduate. b. Typing Speed of 20 w.p.m. c. Computer Literate. Note:- The selected candidates shall have to undertake 06-weeks basic IT Training Course (including MS Office) conducted by NITB before completion of probation period. | 18-33 Years | 15 | Merit Punjab Sindh (U) Sindh (R) KPK Balochistan AK |
| 2 | Statistical Assistant (BPS-15) | Graduate with Statistics or Mathematics as an elective subject. | 18-30 Years | 2 | Merit Punjab |
| 3 | Stenotypist (BPS-14) | a. Intermediate. b. Minimum speed of 80/40 w.p.m in Shorthand and typing respectively. c. Must be Computer Literate. | 18-30 Years | 21 | Merit Punjab Sindh (U) Sindh (R) KPK Balochistan Ex-FATA GB AK |
| 4 | Civilian Associate Engineer (BPS-14) | a. Second Class or Grade "C" Bachelor Degree in Computer Science from a University recognized by HEC. OR Retired Army Personnel (JCOs/NCOs) Possession following:- i. Second class or grade "C" Matric with Science. ii. Foreman of Signal Course (FSC) Qualified. iii. Retired within 7 years, 2 years, experience. b. Two (02) years' experience in relevant field. | 18-30 Years | 1 | Balochistan |
| 5 | Data Entry Operator (BPS-14) | a. 2 nd Class or Grade "C" Bachelor's Degree with Computer Science / Statistics / Mathematics / Physics from a University recognized by HEC. b. Minimum speed of 10,000 key depression per hour for data entry / verification. | 18-30 Years | 2 | Merit Punjab |
| 6 | UDC (BPS-13) | a. Intermediate. b. Typing speed of 25 w.p.m. c. Computer Literate. Note:- The selected candidates shall have to undertake 03-weeks basic IT Training Course (including MS Office) conducted by NITB before completion of probation period. | 18-30 Years | 18 | Merit Punjab Sindh (U) Sindh (R) KPK Balochistan Ex-FATA GB AK |
| 7 | Assistant Cameraman (BPS-13) | a. Matric. b. 2 years experience in handling movie cameras both 16mm and 35mm. Candidates with experience in making Govt documentary films. | 18-30 Years | 1 | Punjab |
| 8 | Photographer (BPS-13) | a. Matric. b. 3 to 5 years practical experience of photography c. Ability to understand the News value of the photography d. Knowledge of studio work. e. Ability to give rough caption of the subject. | 18-30 Years | 2 | Merit Punjab |
| 9 | Technician (Electronics / Electrical / Camera / Computer) (BPS-12) | DAE (Electrical/Electronics/Computer Hardware) with 02 years post qualification experience in the relevant field. OR Ex-Serviceman (Technical Arms) having relevant technical qualification with 05 years practical experience in the relevant field. | 18-30 Years | 2 | Merit Punjab Sindh (U) |
| 10 | LDC (BPS-11) | a. Matric. b. Minimum typing speed of 30 w.p.m. c. Computer Literate. Note:- The selected candidates shall have to undertake 03-weeks basic IT Training Course (including MS Office) conducted by NITB before completion of probation period. | 18-30 Years | 15 | Merit Punjab Sindh (U) Sindh (R) KPK Balochistan AK GB |
| 11 | Draughtsman (BPS-11) | a. Matric. b. 3 Years Diploma in D'Manship from recognized institute. OR 2 year Diploma with 2 years' experience. | 18-30 Years | 3 | Sindh (U) Sindh (R) Balochistan |
| 12 | Technician (Hydraulic/X-Ray Machine) (BPS-9) | Matric alongwith 5 years' experience in the relevant field. OR Ex-Serviceman (Technical Arms) having relevant technical qualification with 3 years practical experience in the relevant field. Note:- Practical experience of repair/ maintenance of X-Ray baggage machines & hydraulic system of barriers related to security departments. | 18-30 Years | 3 | Merit |
| 13 | Technician (BPS-9) | a. DAE with 2 nd Division in (Electrical/ Electronics/ Telecom/ Computer Science from a recognized institution. OR Retired Army Personnel (JCOs/NCOs) and within 7 years of retirement Signals Junior NCOs Course qualified. b. Two (02) years' experience in relevant field. | 18-30 Years | 1 | Merit |
| 14 | Proof Reader (BPS-9) | a. Matric. b. Two years' experience in the relevant field. | 18-30 Years | 1 | Merit |
| 15 | Assistant Store Keeper (BPS-9) | Matric with two (02) years' experience in the field of storekeeping. | 18-30 Years | 1 | Merit |
| 16 | Offset Machineman (BPS-8) | a. Matric with two (02) years' experience in the relevant field. b. Having experience in printing press. | 18-30 Years | 1 | Merit |
| 17 | Junior Draughtsman (BPS-7) | c. Matric. d. Certificate of Trade proficiency in D' Manship form a recognized institution. OR Have qualified in basic D'Manship course run by any Govt Department. | 18-30 Years | 3 | Merit Sindh (R) KPK |
| 18 | Technician (Generator / AC) (BPS-7) | Matric alongwith 3 years experience in the relevant field. OR Ex-Serviceman (Technical Arms) qualified in the relevant field. | 18-30 Years | 1 | Merit |
| 19 | Mechanic (BPS-6) | a. Matric. b. Two years experience in repair/maintenance of printing press machines. | 18-30 Years | 1 | Merit |

- Applicants are required to submit **ONLINE APPLICATION ONLY**.
- Online Application forms are available on the website <https://www.amdte-rect.gov.pk>
- A candidate can apply for **ONE POST ONLY**.
- Before applying online, please check the advertisement thoroughly and ensure that you fulfill all the requirements/ qualification for the post you intend to apply.
- Update/ edit your application with utmost care. Only one time edit is allowed, information provided shall be treated as final.
- Candidates are required to provide postal address and provide 2x valid/active mobile phone numbers 1x personal & 1x alternative.
- Candidates must be registered citizens of Pakistan & holder of CNIC.
- Those who are in government service should apply through proper channel and they have to provide NOC at the time of interview.
- Schedule for Test/ Interview will be communicated to eligible/ shortlisted candidates through SMS/ website only.
- Number of posts can be increased/ decreased as per requirement of the department.
- Candidates belonging to Minorities/ Schedule Caste/ Disable and Women quota will be considered as per their reserved quota. If you are applying against Disable Quota, you have to provide NADRA CNIC & Disability Certificate at the time of Test/ Interview; otherwise you will not be eligible for disability quota.
- Place of duty will be **Rawalpindi/ Islamabad** only.
- Age will be calculated from the **closing date of advertisement**. Age relaxation will be allowed to the disable candidates and the candidates belonging to Sindh (R), Balochistan, Ex-FATA, AK and GB as per existing rules prescribed by the Government of Pakistan.
- Age relaxation admissible to retired Armed Forces personnel is 15 years or the number of years actually served in Armed Forces whichever is less; hence maximum age limit for retired Armed Forces personnel is 45 years.
- DO NOT send us application print out (hard copy by post) or any documents (like picture, CNIC, mark sheets etc)
- All communication will be made through the valid contact number (mobile number). Call letters for test/ interview will be placed on our official website i.e. www.amdte-rect.gov.pk.
- Application found with fake/ false information (CNIC, qualification, experience, gender, religion & domicile etc) can be rejected at any stage.
- Detailed general instructions/ guidelines to apply online are also available on website.
- Written test/ interview will be conducted at **RAWALPINDI, LAHORE, KARACHI & QUETTA**. Candidate may be shifted to other nearest Test/ Interview centers if his/ her selected center has less no of candidates.
- Last date for submission of online application is **29 September 2024**. No application shall be entertained after expiry of last date.
- No TA/DA will be admissible for test/ interview.
- The General Headquarters reserves the right to cancel the recruitment process at any stage without assigning any reason.

Admin Officer

گھر بیٹھے کسی بھی پوسٹ پر آن لائن اپلائی
کریں، فیس صرف 200/-

اپلائی کرنے کیلئے نیچے دئے گئے نمبر پر رابطہ کریں

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اور اس کے علاوہ کسی بھی پوسٹ یا سی وی بنانے کیلئے بھی ہم
سے رابطہ کریں