** GOVERNMENT OF PAKISTAN**

**MINISTRY OF FEDERAL EDUCATION AND PROFESSIONAL TRAINING**

**GOVERNMENT POLYTECHNIC INSTITUTE FOR WOMEN (GPIW)**

**H-8/1, ISLAMABAD**

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 **SITUATION VACANT**

Applications are invited from candidates, who fulfill the conditions mentioned below for appointment against the temporary vacant (Islamabad based) posts in Government Polytechnic Institute for Women, H-8/1, Islamabad: -

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| Sr# | Name of Posts | No. of Post | Qualification / Experience | Domicile / Quota | Age limit |
|  | **Assistant****(BPS-15)** | 01 | Graduation | Punjab (including Federal Area of Islamabad) | 18 to 28 years |
|  | **Stenotypist****(BPS-14)** | 01 | i. Intermediate.ii. Minimum speed of 80/40 w.p.m in shorthand/ typing respectively.iii. Must be Computer literate.  | Punjab (including Federal Area of Islamabad) | 18 to 25 years |
|  | **Jr. Instructor Commerce****(BPS-14)** | 02 | i. Second class or Grade “C” Bachelor’s degree in Commerce.ii. 02 years’ experience in the relevant filed. | Punjab (including Federal Area of Islamabad) | 18 to 25 years |
|  | **Jr. Instructor Electronics****(BPS-14)** | 02 | 1. 03 years’ Post Matric diploma of Associate Engineer in Electronics Technology.

 ii. 02 years’ experience in the relevant filed. | Punjab (including Federal Area of Islamabad) | 18 to 25 years |
|  | **Jr. Instructor Computer****(BPS-14)** | 01 | 1. 03 years’ Post Matric diploma of Associate Engineer in Computer Technology.

ii. 02 years’ experience in the relevant field. | Punjab (including Federal Area of Islamabad) | 18 to 25 years |
|  | **Library Assistant****(BPS-11)** | 01 | Graduate with certificate in Library Science from Institutions recognized and notified by the Ministry of Education. | Punjab (including Federal Area of Islamabad) | 18 to 25 years |
|  | **Storekeeper****(BPS-08)** | 01 | i. Intermediate  ii. 02 years’ experience in storekeeping. | Punjab (including Federal Area of Islamabad) | 18 to 25 years |
|  | **Shop Assistant****(BPS-06)** | 02 | i. Matric ii. 01 year experience relevant field.  | Punjab (including Federal Area of Islamabad) | 18 to 25 years |
|  | **Naib Qasid****(BPS-01)** | 01 | Primary | Islamabad (local basis) | 18 to 25 years |
| **Total** | **12** |  |

**General Terms and Conditions**

1. In all cases the General Instructions/Recruitments Policy of Establishment Division contained in their O.M.No.53/1/2008-SP, dated 22.10.2014 and 03.03.2015, as amended from time to time will be followed.
2. Five (5) years general age relaxation will be applicable to all candidates as per General Age Relaxation Government Rules, 1993 as amended from time to time. In addition, any other age relaxation if applicable shall be admissible as per Federal Government Rules. The age will be calculated with effect closing date of submission of online application.
3. Persons in Government Service shall provide NOC at the time of interview.
4. No TA/DA would be admissible for test/interview.
5. Information provided in the application form will be verified and in case of any false or forged information and fake or bogus documents, GPIW reserves the right to cancel candidature at any stage (even after employment, if so discovered later) and to initiate a legal action against the applicant.
6. In case a person, who does not fulfill any of the provisions contained in the Recruitment Rules of that post, the department may cancel his/her candidature and withdraw nomination of the candidate at any stage.
7. The department reserves the right to cancel the recruitment process, increase / decrease the number of posts as per requirement against any post at any stage without assigning any reasons.

**How to Apply**

1. All interested candidates must visit NTS website: [www.nts.org.pk](http://www.nts.org.pk) to apply online within 15 days of publication of advertisement.
2. Test Fee for written and skill test can be paid via 1Link 1Bill Participating Banks /ATM / Internet Banking / Mobile Banking / EasyPaisa / JazzCash /TCS Express Counters by downloading fee challan from NTS website.
3. Only Shortlisted candidates will be called for interview and required to bring original documents at the time of interview.
4. Only online filled Application Forms will be entertained. Application Forms filled improperly, incomplete and submitted by hand or hand written application forms will not be entertained.
5. Separate online Application Form must be submitted alongwith separate fee for each post in case of applying for more than one category/post.
6. For further test related information, please visit [www.nts.org.pk](http://www.nts.org.pk) or call at 051-8444441.

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| **Administrative Officer****Government Polytechnic Institute for Women (GPIW) H-8/1, Islamabad****Tel: 92-51-9250697-8** |