

**SITUATION VACANT**

Applications are invited from candidates, who fulfill the conditions mentioned below for appointment against the following vacant post in Government Polytechnic Institute for Women H-8/1, Islamabad under Ministry of Federal Education and Professional Training, Islamabad: -

S. #	Name of Post	No. of post	Qualification/ Experience	Domicile/ Quota	Age Limit	Maximum age limit after 05 years relaxation in upper age limit by the Government
1.	Assistant, BS-15	01	Graduate Computer literacy within MS Office, preference will be given having experience at least 03 years in Government Sector	Punjab (including Federal area of Islamabad)	18 to 28 Years	33 Years
2.	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	30 Years
3.	Jr. Instructor Commerce, BS-14	02	i. Second class or Grade "C", Bachelor's Degree in Commerce ii. 02 years' experience in the relevant field <i>(Only female can apply)</i>	Punjab (including Federal area of Islamabad)	18 to 25 Years	30 Years
4.	Jr. instructor Electronics, BS-14	02	i. 03 years Post Matric Diploma of Associate Engineer in Electronics Technology ii. 02 years' experience in the relevant field <i>(Only female can apply)</i>	Punjab (including Federal area of Islamabad)	18 to 25 Years	30 Years
5.	Librarian, BS-11	01	Graduate with certificate in Library Science from Institutions recognized and notified by the Ministry of Education <i>(Only female can apply)</i>	Punjab (including Federal area of Islamabad)	18 to 25 Year	30 Years
6.	Storekeeper, BS-08	01	Intermediate 02 years' experience in storekeeping	Punjab (including Federal area of Islamabad)	18 to 25 Years	30 Years
7.	Shop Assistant, BS-06	02	Matric One years' experience in the relevant field. Preference will be given to computer literacy	Punjab (including Federal area of Islamabad)	18 to 25 Year	30 Years
8.	Naib Qasid, BS-01	01	Primary	Merit (local basis)	18 to 25 Years	30 Years
9.	Sweeper, BS-01	02	Primary	Merit (local basis)	18 to 25 Year	30 Years

2. Recruitment to the above post would be temporary and subject to the following conditions:-

- All recruitments shall be made in accordance with Establishment Division recruitment policy vide OM No.F53/1/2019-SP (PT) dated 22-10-2014, 16-01-2015, 03-03-2015 and 4th March, 2019
- The candidates applying for the post at **Sr. 01 - 07** are required to apply online at National Job Portal <http://www.njp.gov.pk> The candidates applying for the post at **Sr. 8 & 9** may submit their application at the given below address on prescribed proforma available for download at <http://www.mofept.gov.pk> and <http://www.gpiw.edu.pk>.
- Incomplete application as well as those received after due date would not be entertained.
- Only shortlisted candidates would be called for test/interview.
- A candidate may apply for more than one post by submitting separate application form for each post.
- No TA/DA would be admissible for appearing in test/interview
- Applications should be submitted within fifteen (15) days of publication of this advertisement.
- The competent authority reserves the right to cancel the recruitment process, increase or decrease the number of posts as per requirement against any post at any stage without assigning any reason.

Administrative Officer

Govt. Polytechnic Institute for Women, H-8/1, Islamabad

Phone. # 051-9250697-8,

APPLICATION FORMAT

Paste Photo
with gum

1. Post applied for: _____
2. Candidate Name: _____
3. Father's Name: _____
4. Date of Birth: _____
5. CNIC No: _____
6. Domicile: _____
7. Qualification: _____
8. Experience: _____

9. Postal Address: _____

10. Cell/Contact No: _____
11. E-mail Address: _____

Date: _____

Signature of Applicant: _____