



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:-

Ser	Name of the Post / Pay Scales	Minimum Educational Qualifications & Other Conditions	Age Limit	No of Vacancies	Provincial Quota	
a	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	23	Merit Punjab Sindh (U) Sindh (R) KPK Balochistan Ex-FATA GB AK	1 1 2 2 2 2 1 1 1
b	Statistical Assistant (BPS-15)	Graduate with Statistics or Mathematics as an elective subject.	18-30 Years	2	Punjab Balochistan	1 1
c	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	23	Merit Punjab Sindh (U) Sindh (R) KPK Balochistan Ex-FATA	1 1 2 3 3 2 1
d	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	22	Merit Punjab Sindh (U) Sindh (R) KPK Balochistan Ex-FATA AK	1 10 2 3 2 2 1 1
e	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.	18-35 Years	2	Merit Punjab	1 1
f	Technician (Networking) (BPS-12)	DAE (Computer Technology and Information Technology) 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	1	Merit	1
g	Library Assistant (BPS-12)	Graduate with certificate in Library Science form recognized institution.	18-30 Years	1	Sindh (U)	1
h	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	21	Merit Punjab Sindh (U) Sindh (R) KPK Balochistan Ex-FATA	10 2 2 3 2 1
i	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	2	Merit	2
j	Supervisor (BPS-11)	a. Graduate. b. Ex-Serviceman	18-30 Years	1	Punjab	1
k	Estimator (BPS-11)	a. FA/ Intermediate in Commerce. b. Experience in printing press.	18-30 Years	2	Merit Punjab	1 1
l	Cook (BPS-10)	a. Middle. b. At least 5 years' experience in 'A' Class Army Mess or a 4/5 Star Hotel. c. Preference to be given to retired Army persons.	18-30 Years	1	Punjab	1
m	Translator (BPS-10)	a. Graduate. b. 3 years' experience in translation of technical subjects.	18-30 Years	1	Merit	1
n	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	Punjab Sindh (U) Balochistan	1 1 1
o	Technician (BPS-9)	a. DAE with 2nd Division in (Electrical/ Electronics/ Telecom/ Computer Science) from a recognized institution. OR Retired Army Personal (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	Punjab	1
p	Security Supervisor (BPS-9)	a. FA/ FSc or Equivalent. b. One year experience as Security Guard. OR a. Matric b. Ex-serviceman having 10-15 years' service in Pak Army	18-30 Years	3	Merit Punjab	1 2
q	Calligraphist (BPS-7)	a. Matric. b. Enough knowledge of Urdu and experience of Calligraphy.	18-40 Years	3	Punjab Sindh (R)	2 1

- 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 valid/ active mobile phone number.
- 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), Baluchistan, 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.
- The General Headquarters reserves the right to cancel the recruitment process at any stage without assigning any reason.
- 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 **16 Oct 2023**. No application shall be entertained after expiry of last date.
- No TA/DA will be admissible for test/ interview.

Admin Officer