

NON-TEACHING STAFF

Ser	Name of Post	BPS	Academic/ Professional Qualification	Total No of Posts	Open Merit	Punjab			Sindh (Rural)			Sindh (Urban)		KPK			EX FATA			Balochistan			AJK		GB	Age Limit
						Merit	Women	Non-Muslim	Merit	Special (disabled) Person	Non-Muslim	Merit	Non-Muslim	Merit	Special (disabled) Person	Non-Muslim	Merit	Women	Non-Muslim	Merit	Women	Non-Muslim	Merit	Women		
1.	Assistant	15	(i) Graduation OR Equivalent or Higher qualification (ii) Selected candidates must complete 6 weeks basic IT Training Course (including MS Office) from NITB during probation period.	2		1	1																		18-28 Years	
2.	Accountant	14	B.Com OR equivalent OR higher qualification	5		1	1			1											1				18-25 Years	
3.	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.	40	5	11	3		4	1		2	1	4	1		1	1		3		1		1		1
4.	Store Keeper	10	(ii) Intermediate OR equivalent OR higher qualification (i) One Year Experience in the relevant field.	1		1																				
5.	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.	24	4	7	2	1	1			1		3		1		1		1	1			1		
6.	Laboratory Assistant	7	Matric with Science	48	4	17	2	2	4	1	1	3	1	5		1		2		1	2	1		1		

CLASS-IV ON LOCAL BASIS

District	Driver (Male) (BPS-04) <u>ELIGIBILITY</u> <ul style="list-style-type: none"> • Primary Pass • Valid Driving License • Well versed of Traffic Rules • Age 18 – 30 Years 	Gestetner Operator (BPS-04) <u>ELIGIBILITY</u> <ul style="list-style-type: none"> • Primary Pass • Knowledge of Operating Duplicating Machine essential Age: 18 – 25 Years 	Laboratory Attendant (Male/ Female) (BPS-02) <u>ELIGIBILITY</u> <ul style="list-style-type: none"> • Middle Pass • Age: 18 – 25 Years 	Naib Qasid (Male/ Female) (BPS-01) <u>ELIGIBILITY</u> <ul style="list-style-type: none"> • Primary Pass • Age: 18 – 25 Years 	Chowkidar (Male) (BPS-01) <u>ELIGIBILITY</u> <ul style="list-style-type: none"> • Primary Pass • Age: 18 – 25 Years 	Mali (Male) (BPS-01) <u>ELIGIBILITY</u> <ul style="list-style-type: none"> • Primary Pass • Age: 18 – 25 Years 	Bus Conductor (Male) (BPS-01) <u>ELIGIBILITY</u> <ul style="list-style-type: none"> • Primary Pass • Age: 18 – 25 Years 	Sanitary Worker (Male/ Female) (BPS-01) <u>ELIGIBILITY</u> <ul style="list-style-type: none"> • Primary Pass • Age: 18 – 25 Years
Khyber					1			1
Malakand								1
Peshawar	1			1				
Nowshera	1				1			1
Mardan					1			
Kohat				1	1			
Bannu	1							
Attock	2	1	1	2	2			
Rawalpindi	4		12	9	2	2	1	6
Abbottabad	1			3				1
Haripur				1				1
Mirpur (AJK)			1	1				1
Kotli								1
Bagh					1			
Jhelum					1			
Gujrat			2		1	1		1
Gujranwala			3	1	1	1		
Sialkot					1			2
Mandi Bahaudin				1				
Lahore			2		3	1		1
Multan	1		1	1				
Okara					1	1		
Jhang	1			2	1	1		
Mianwali								1
Hyderabad			1					1
Karachi			2	2		3		2
Quetta			2	1				1

TERMS & CONDITIONS

1. According to Govt policy, further age relaxation is admissible 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
e.	Disabled persons	10 years (Subject to provision of disability certificate issued 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 Death Notification/ office order at the time of Interview).

- Selected candidate may be appointed anywhere in Pakistan.
- Married female candidate may apply on the basis of her own or her husband's domicile (Must produce domicile certificate of husband and Nickname at the time of interview).
- Candidates must mention their **District of Domicile** on application form (Original domicile certificate along with photocopy duly verified by concerned Deputy/ Assistant Commissioner must be produced at the time of interview).
- Candidate may apply for more than one post by depositing separate application form with separate challan fee deposited.
- 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 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), One Year Diploma in Library Sciences or equivalent (for Librarian), 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.
- 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.
- FGEI (C/G) Directorate reserved the right to re-conduct test of any category or re-evaluate any candidate at any stage (if required) before issuance of offer letter.
- Typing/ Shorthand test of short listed candidates will be conducted before interview. Candidates who do not qualify the required typing/ shorthand speed will not be allowed to appear in interview.
- As per Federal Govt policy, final merit list will be prepared by giving 60% weightage to marks obtained in Written/ Skill Test and 40% weightage to marks obtained in interview.
- Selection on Class-IV posts (BPS-1 to 4) will be made on local basis. Candidates other than the advertised districts are not eligible to apply.
- Completely Physical/ Mental Fitness to perform duty for All Posts especially for Driver, Mali & Chowkidar is mandatory.
- In case of any false information entered by the candidate in the application form, the candidate will neither be allowed to appear in interview nor the test fee will be refunded.
- Candidate may apply for re-checking of his/her paper by forwarding application to CEO CTS Pak along with re-checking fee of Rs. 300/- per paper/ post within one week of result declaration.
- Dismissed employees of any organization or having criminal record are not eligible for employment in FGEI.
- Candidates whose final results have been announced after closing date are not eligible to apply.
- Original and one set of attested photocopies of the document must be presented by the candidates at the time of interview.
- FGEI C/G reserves the right to increase or decrease the number of vacancies after advertisement on need basis.
- Incomplete application forms in any respect or forms received after closing date shall not be entertained.
- No TA/ DA is admissible for the Written/ Skill Test and Interview.

LAST DATE TO APPLY : 15 July, 2022

HOW TO APPLY

- 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 branch of UBL and get the receipt from the bank. Please, ensure that the receipt must bear visible bank stamp.
- Send the filled Application Form along with original receipt (CTS PAK Copy) to: CTS Headquarter, 414, F2 Floor, Jeff Heights, Main Boulevard, Gulberg III, Lahore by **15 July, 2022**.
- For further information/any query, please Contact on 051-9292847 (within office timing 9 AM to 4 PM, Monday to Friday) OR 042- 35755548, 0300-0532200 (within office timing 9 AM to 4 PM, Monday to Friday).

WARNING

Employment in FGEI (C/G) Directorate is made through a transparent manner according to Federal Govt Policy. Nobody, can help you in selection. Therefore, you are advised to believe yourself and Allah Almighty and to refrain from such persons who demand you any kind of gratification OR cash money for employment in FGEI (C/G) Directorate. In such case, please contact us on 051-9292847.

General Staff Officer Grade-I (Induction)
Federal Government Educational Institutions (Cantonments/ Garrisons) Directorate
191, Sir Syed Road Rawalpindi Cantonment

