



Government of Pakistan
NATIONAL ARCHIVES OF PAKISTAN
(Cabinet Division)



JOBS OPPORTUNITIES

Applications are from suitable Pakistani nationals for the following positions in National Archives of Pakistan for which the test will be conducted by Career Testing Services Pakistan.

S.No.	Name of Post with BPS	No. of Posts	Qualification / Experience	Provincial / Regional Quota	Age Limit
01	Steno Typist (BS-14)	02	i. Intermediate ii. Minimum speed or 80/40 WPM in Shorthand / Typing respectively iii. Must be Computer literate	Merit = 01 AJK = 01	18-25 Years
02	Microfilming Assistant (BS-13)	01	i. B.Sc with Chemistry and Physics or B.Sc with Chemistry provided Physics has been studied in I.Sc. or B.Sc. with Physics provided Chemistry has been studied in I.Sc. ii. Training and or experience in Micro filming OR F.Sc. with Chemistry and Physics, Certificate in Micro filming and 03 years' experience in iii. Reprography.	Khyber Pakhtunkhwa	18-30 Years
03	Photographer (BS-13)	01	i. Matriculate ii. At least one year experience each in Photography and in developing and printing of film.	Sindh (R)	18-30 Years
04	Audio visual Assistant (BS-12)	01	i. F.Sc ii. Must have 03 years experience in handling of Audio-visual Equipment's and all type of projectors.	Punjab	18-25 Years
05	Senior Technical Assistant (BS-10)	01	B.A with history (2 nd Class)	Khyber Pakhtunkhwa	18-30 Years
06	Photo statting Assistant (BS-10)	01	Intermediate in science with Chemistry & Physics	Punjab	18-30 Years
07	Lower Division Clerk (BS-09)	01	i. Matric ii. A minimum typing speed of 30 words per minute. In case of selection, 03 weeks basic IT Training Course (Including MS Office) conducted by National Information Technology Board (NITB) should be done within one year.	Sindh (R)	18-25 Years
08	Preserver (BS-08)	01	i. Matriculate ii. Two years experience in Archives or Libraries	Punjab	18-25 Years
09	Mender-Cum-Binder (BS-07)	01	i. Matriculate ii. At least two years experience in binding and repairing.	Gilgit Baltistan/FATA	18-25 Years
10	Junior Technical Assistant (BS-07)	02	F.A with History	Sindh (R) = 01 Baluchistan = 01	18-25 Years
11	Senior Accounts Clerks (BS-07)	01	Matriculate with at least 02 years' experience of Accounts work in Government Department	Khyber Pakhtunkhwa	18-25 Years
12	Dark Room Assistant (BS-07)	01	Matriculate Training & Experience on Developing films & Printing of Photographs.	Sindh (U)	18-25 Years
Total		14			

How to apply:

www.educativz.com

- Application form along with the prescribed deposit slip can be downloaded from CTSP website www.ctsp.com.pk
- The fee for the screening test can be deposited in designated branches of HBL, UBL, NBP and ABL anywhere and the original receipt shall be attached with the application form, and otherwise it will be rejected.
- For more than one post use separate application form and separate fee challan. The fee is non-transferable and non-refundable.
- Complete application form (along with 3 colour photos and a copy of your CNIC) shall be sent through registered courier service / post office to the Career Testing Services Pakistan CTSP Headquarters office No.802, Sector D-12/2 Main Double Road Islamabad.
- For test /interview separate date and venue will be communicated and advertised on department and CTSP website.
- Further details can be obtained from website www.ctsp.com.pk
- Application can be submitted within 15 days of publication of advertisement.

Terms and Conditions:

- Age calculation will be admissible till the last date of the submission of application form.
- Already employed candidates shall submit their application through proper channel.
- The documents of the selected candidates will be verified later and if found incorrect or have given any false information, the candidate will be removed from the service (if there in) and legal action will be taken against him/her.
- Applicants shall give original mobile number which is not ported and shall keep it working during the process.
- No TA/DA will be admissible for the screening and skill test.
- Both male and female are eligible to apply for these posts.
- Applicants from Sindh shall clearly mention Sindh (Urban) and Sindh (Rural) in the application form.
- The last date for the submission of application is **20th June 2019** after which no application will be entertained.



Career Testing Services Pakistan
Office # 802, Sector D-12/2
Main Double Road, Islamabad
UAN #: 051-111004455
Contact# 051-2706809, 03312223898

DIRECTOR GENERAL
NATIONAL ARCHIVES OF PAKISTAN