



Establishment Division
AHK National Centre for Rural Development
Park Road, Chak Shahzad - Islamabad

SITUATIONS VACANT

Applications are invited for appointment against the following posts lying vacant in Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD), Establishment Division, Islamabad on regular basis.

S. #	Name of Post with BPS	Qualification / Experience	No. of Vacancies	Domicile / Quota	Age Limit
01.	Stenotypist (BS-14)	Intermediate with Shorthand speed 80 wpm, Typing speed 40 wpm, Basic Computer Knowledge (MS Word, Excel, Web Surfing)	03	Sindh (Rural) 02 Balochistan 01	18-25 years
02.	Projectionist (BS-09)	i) Matric with one year Certificate of IT equipments handling / operations. ii) Must be Computer literate	01	Sindh (Rural)	18-25 years
03.	Dispatch Rider (BS-04)	Primary with valid driving license and well versed with traffic rules	01	Sindh (Rural)	18-25 years
04.	Watchman (BS-01)	Primary	01	Local Basis	18-25 years
05.	Sweeper (BS-01)	Primary	01	Local Basis	18-25 years
06.	Gardener (Mali) (BS-01)	i) Primary ii) Skill in relevant field.	01	Local Basis	18-25 years
07.	Hostel Attendant (BS-01)	Primary	01	Local Basis / Disable Quota	18-25 years

GENERAL INSTRUCTIONS

- Submission of original documents shall be mandatory at the time of test/interview.
- Applicants already in Government service may apply Through Proper Channel.
- 5 years general relaxation in upper age limit shall be admissible as per government rules.
- No TA/DA will be admissible for the purpose of test/interview.
- Only short-listed applicants will be called for test/interview.
- The competent authority reserves the right to cancel/postpone recruitment process at any stage.

HOW TO APPLY

1. **For the posts of BS-4 and above:** Please download the Application Form and deposit slip from www.ots.org.pk, and send, by post or courier, the filled up Application Form along with the paid copy of the deposit slip to **Open Testing Service, Office # 01, Central Avenue, Bahria Town, Phase VI Islamabad**. Application Form submitted by hand will not be accepted.
2. **For the post of BS-03 and below:** To apply for post BS 03 and below, send filled in application form available at www.ots.org.pk and www.ncrd.gov.pk to Deputy Director (HR), AHK National Centre for Rural Development, Park Road, Chak Shahzad, Islamabad without fee.
3. Information provided in the Application Forms will be verified in case of offer of appointment. In case of any forget information, AHKNCRD reserves the right to cancel your candidature at any stage (even after employment / revealed later) and to initiate a legal action against the applicant.
4. Test fee is non-refundable and non-transferable.
5. Applications should be reached within fifteen (15) days from the date of publication of this advertisement. Applications received after closing date will not be entertained.

(FAROOQ SHAHZAD)
DEPUTY DIRECTOR (HR)
Ph: 051-9255065 (Office)

