

Government of Pakistan
Ministry of Federal Education &
Professional Training

Situations Vacant

Applications are invited from eligible candidates as per eligibility criteria mentioned against each for the following posts in the Secretariat of National Curriculum Council Project located in Islamabad. The posts are to be filled in on contract basis project pay package for the PSDP funded project staff. The contract will be from the date of appointment till completion of the project i.e. 30th June, 2018:

S #	Name of post with PPS/BS	No of Posts & Quota	Eligibility Criteria	Lump sum Pay
1.	Joint Educational Adviser (PPS-10/BS-20)	01- post (Merit)	(i) Ph.D. in the relevant subjects i.e. Education preferably in Curriculum Development or assessment or professional development of teachers from a recognized University. (ii) 10-years experience in the field relating to Curriculum Development or assessment or professional development of teachers OR (i) M.Phil. in Education preferably in Curriculum Development or assessment or professional development of teachers from a recognized University. (ii) 12-years experience in the field of Curriculum Development assessment or professional development of teachers OR (i) Master's degree in Education from a recognized University. 15-years experience in the field relating to Curriculum Developments assessment or professional development of teachers Age: Maximum 45 years on the closing date with 5 years general relaxation in upper age limit.	Rs 250,000/-
2.	Deputy Educational Adviser (PPS-9/BS-19)	03- posts (Punjab-1, ICT-1, Sindh (R) -1)	(i) Ph.D. in Education preferably in Curriculum Development assessment or professional development of teachers from a recognized University. (ii) 08-years experience in the field of Curriculum Development, Assessment or professional development of teachers. OR (i) M.Phil. in Education preferably in Curriculum Development or Assessment or professional development of teachers from a recognized University. (ii) 10-years experience in the field of Curriculum Development or assessment professional development of teachers OR (i) Master's degree in Education from a recognized University. 12-years experience in the field of Curriculum Development, assessment or professional development of teachers. Age: Maximum 40 years on the closing date with 5 years general relaxation in upper age limit.	Rs 175,000/-
3.	Assistant Educational Adviser (PPS-8/BS-18)	02-posts (Punjab-1, ICT-1)	(i) Second class Master's Degree in Education from a recognized University. (ii) 05-years experience in the field of Curriculum Development, assessment or professional development of teachers. Age: Maximum 35 years on the closing date with 5 years general relaxation in upper age limit.	Rs. 125,000/-
4.	Education Officer (PPS-7/BS-17)	01-post (Punjab-1)	Second class Master's Degree in Education from a recognized University (Knowledge of computer and research experience is preferred) Age: Maximum 30 years on the closing date with 5 years general relaxation.	Rs. 90,000/-
5.	IT Specialist (PPS-7/BS-17)	01-post (Merit)	Second Class or Grade 'C' Master's degree in Computer Science/MIT or equivalent qualification recognized by HEC. Age: Maximum 30 years on the closing date with 5 years general relaxation in upper age limit.	Rs. 90,000/-
6.	Librarian (PPS-7/BS-17)	01-post (Merit)	At least Second Class Master's Degree in Library Science/ Information Sciences. OR Graduate with Diploma in Library Science from a University or Bachelor of Library Science, plus 5 years post qualifications, professional experience in B-16 otherwise 8 years if not in B-16. OR Second Class Master's Degree in relevant subject with Diploma in Library Science or Bachelor of Library Science. Age: Maximum 30 years on the closing date with 5 years general relaxation in upper age limit.	Rs. 90,000/-
7.	Assistant (PPS-5/BS-15)	09-posts (Punjab-4, ICT-2, Sindh, (R)-1, Khyber Pakhtunkhwa-1 Balochistan-1)	(i) Graduate (ii) Must be computer literate (iii) 06 Weeks Basic Training Course is mandatory (Including MS Office) from NITB before completion of probation period Age: Maximum 25 years on the closing date with 5 years general relaxation in upper age limit.	Rs.40,000/-
8.	Steno-Typist (PPS-5/BS-14)	07-posts (Merit-1)	(i) Intermediate (ii) A minimum speed of 80/40 in shorthand/typing respectively	Rs.40,000/-

	Punjab-3, ICT-2, Balochistan-1)	(iii) Must be computer literate Age: Maximum 25 years on the closing date with 5 years general relaxation in upper age limit.	
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Important Instructions

- All Recruitment shall be made in accordance with Establishment Division's Recruitment Policy vide O.M. No. F.53/1/2008-SP dated 22-10-2014, 16-01-2015 and 03-03-2015.
- Age will be counted upto closing date fixed for receipt of applications.
- Applicants working in Government, Semi Government Organizations or Autonomous Bodies should apply through proper channel.
- The competent authority reserves the rights to cancel recruitment process, increase or decrease the No. of post as per requirement against any posts at any stage without assigning any reason.
- No TA/DA will be admissible for written test/interview.
- From Sr. No. 1 to 6 please download application form and deposit slip from Pakistan Testing Service (PTS) website **www.http://www.pts.org.pk** and send the application form along with original deposit slip to **PTS Head Quarters , 3rd Floor, Adeel Plaza, Fazl-e-Haq Road, Blue Area, Islamabad Telephone No. 051- 11111787.**
- From Sr. No. 7 to 8 please download application form and deposit slip from Open Testing Agency (OTS) website **https://www.ots.org.pk** and send the application form alongwith original deposit slip to **OTS Head Quarters, Office No. 1, Crescent Mall Commercial, Central Avenue Road, Phase-6, Bahria Town, Islamabad Telephone No. 051-2375081.**
- Application should reach within fifteen days of publication of this advertisement.
- The Candidates called for test/interview will have to bring original documents along with attested copies of testimonials/ experience certificates.
- Test fee is Non-Refundable and Non-Transferable.
- Applications that are incomplete or received after due date will not be entertained.

Section Officer (Admn)