

**GOVERNMENT OF PAKISTAN
MINISTRY OF SCIENCE & TECHNOLOGY
PAKISTAN SCIENCE FOUNDATION
1-Constitution Avenue, G-5/2, P.O. Box 1121
ISLAMABAD**



SITUATION VACANT

Applications are invited from Pakistani Nationals for the following positions in Pakistan Science Foundation (PSF)/PMNH/PASTIC, Islamabad.

Sr. No	Post/BS/Domicile	No of posts/ Location	Qualification & Experience
I. Pakistan Science Foundation (PSF)			
1.	Assistant Private Secretary (BS-16) <u>Sindh (R)</u>	1 Islamabad	Graduate with short hand / typing speed of 100 / 40 words per minute. 5 years experience in the relevant field. Proficiency in MS Office is essential.
2.	Assistant Scientific Officer (BS-16) <u>Sindh (U)</u>	1 Islamabad	B.Sc. with 5 years relevant experience in a Scientific Organization. Computer Literacy is essential.
3.	PA to Chairman (BS-16) <u>Punjab</u>	1 Islamabad	Graduate with short hand/typing speed of 100/40 words per minute. 5 years experience of working in the relevant field in any Government/ Semi-Government Organization. Proficiency in MS Office is essential.
4.	Graphic Artist (BS-16), <u>Punjab</u>	1 Islamabad	Graduate in Fine Arts with 3 years experience in the relevant field. Computer literacy is essential.
5.	Audit & Accounts Assistant (BS-16) <u>Merit</u>	1 Islamabad	B. Com. /BBA Preference will be given to experienced persons in scientific organization. Computer literacy is essential.
6.	Science Assistant (BS-15) <u>Merit</u>	1 Islamabad	B. Sc. with 3 years experience in a scientific organization. Computer literacy is essential.

7.	Science Assistant (Caravan) BS-15 <u>4-Punjab</u> <u>1-Sindh-U</u> <u>2-KPK</u>	4 Islamabad 1 Sindh 2 KPK	B. Sc. with 3 years experience in a scientific organization. Computer literacy is essential.
8.	Technical Assistant (IT) BS-15 <u>Punjab</u>	1 Islamabad	ICS with diploma in operation/ hardware engineering and 3 years relevant experience.
9.	Storekeeper (BS-14) <u>Merit</u>	1 Islamabad	Graduate. Preference will be given to experienced persons in a scientific organization. Computer literacy is essential.
10.	Stenotypist (BS-14) <u>KPK</u>	1 Islamabad	HSSC with shorthand / typing speed of 80/40 words per minute. Computer literacy is essential.
11.	Driver Cum Mechanic (BS-11) <u>1-Punjab</u> <u>1-KPK</u>	1 Islamabad 1 KPK	SSC with certificate in Auto Technology from a recognized institute or 4years experience as Mechanic in a reputed workshop. Must possess Heavy Duty License with 5 years driving experience.
12.	LDC (BS-09) <u>1-Punjab</u> (Lien post)	1 Islamabad	SSC with typing speed of 30 words per minute. Computer literacy is essential.
13.	Electrician (BS-07) <u>Merit</u>	1 Islamabad	SSC with trade certificate of electrician from a recognized Institute having 3 years experience in electrical work.
14.	Driver (BS-04) <u>1-Merit</u> <u>1-Sindh (U)</u> <u>1-Balochistan</u>	2 Islamabad 1 Balochistan	Middle with HTV/LTV License. 3 years experience of driving vehicles.
15.	Security Guard (BS-01) <u>3-Local</u> <u>1-Balochistan (Quetta)</u>	3 Islamabad 1 Balochistan	Middle, Ex-Servicemen will be given preference.
16.	Naib Qasid (BS-01) <u>2-Local</u>	2 Islamabad	Middle.
Total		<u>29</u>	

II. Pakistan Museum of Natural History (PMNH)			
1.	Taxidermist (BS-16), ZSD, <u>1-Punjab</u> <u>1-Balochistan</u>	2 Islamabad	B.Sc. Zoology with 5 years experience in Taxidermy. Proficiency in Computer Operation will be preferred.
2.	Assistant Librarian (BS-16), ASD <u>Punjab</u>	1 Islamabad	Bachelor of Library and Information Science OR B.Sc. with Diploma in Library and Information Science with 05 years experience in handling a Scientific Library will be preferred. Computer Literacy is essential.
3.	Assistant Research Associate (BS-16), BSD <u>Punjab</u>	1 Islamabad	B.Sc. with Botany as a subject with five years experience in the relevant field in any scientific organization. Proficiency in computer operation is essential
4.	Fossil Technician (BS-16), ESD <u>Punjab</u>	1 Islamabad	B.Sc. with Geology and 5 years experience in the relevant field. Proficiency in Computer operation will be preferred.
5.	Associate Artist (BS-16), PSD <u>Sindh-U (Women quota)</u>	1 Islamabad	Graduation in Fine Arts and 3 years relevant experience. Proficiency in computer operation is essential.
6.	Casting Staff (BS-16), ESD <u>Punjab</u>	1 Islamabad	B. Sc with Geology and 3 years experience in the relevant field. Proficiency in computer operation will be preferred
7.	Children Education Programmer (BS-15), PSD <u>Sindh (R)</u>	1 Islamabad	B.Sc, B.Ed. with 03 years experience in the Science Education. Proficiency in Computer operation is essential.
8.	Sr. Skeleton Preparator, (BS-14),ZSD Khyber PakhtoonKhawa <u>(KPK)</u>	1 Islamabad	B.Sc. with Zoology with 3 years experience in skeleton preparation. Proficiency in Computer is essential.
9.	Repository Assistant, ZSD (BS-14) <u>Sindh (R)</u>	1 Islamabad	B.Sc. with 3 years experience in the relevant field. Computer literacy is essential
10.	Sr. Collection Incharge, (BS-14) ESD	1 Islamabad	B.Sc. Geology/Botany with 3 years experience in the relevant field. Proficiency in Computer operation is essential.

	Merit		
11.	Museum Guide (BS-09), Punjab	1 Islamabad	F.Sc. (Pre-Medical/Pre-Engineering). Preference will be given to persons having relevant experience in Education Sector/Scientific Organization.
12.	Electrician (BS-07) Khyber PakhtoonKhawa (KPK)	1 Islamabad	SSC with trade certificate of Electrician from any Govt. recognized Institute with 2years experience in electrical work.
13.	Painter (BS-07) Sindh (R)	1 Islamabad	SSC with Trade certificate in Printing/Polishing from any recognized Institute with 3 years experience in Painting/Polishing.
14.	Field Assistant (BS-05), ESD Khyber PakhtoonKhawa (KPK)	1 Islamabad	SSC with Science
15.	Security Guard (BS-01) Local (01-Post for Women quota)	2 Islamabad	Middle. Ex-serviceman will be given preference.
16.	Helper (BS-01), PSD Local	1 Islamabad	Middle pass
17.	Sanitary Worker (BS-01), ASD Local (Minority quota)	1 Islamabad	Primary
Total		19	
III. Pakistan Scientific & Technological Information Centre (PASTIC)			
1.	Assistant Printing Officer (BS-16) Sindh (R)	1 Islamabad	3 years Diploma of Associate Engineer in Printing Technology from a recognized Institution with 3 years experience in any Printing Organization/Press of repute. Computer literacy is essential.
2.	Assistant Manager (Reprography) (BS-16) Punjab	1 Islamabad	3 years Diploma of Associate Engineer in Printing Technology from a recognized Institution with 3 years experience in any Printing Organization/Press of repute. Computer literacy is essential.

3.	Assistant Scientific Information Officer (BS-16) <u>1-Punjab</u> <u>1-Sindh (U)</u> <u>1-KPK</u>	3 Islamabad	B.Sc. with 5 years experience of scientific documentation work in any Govt./Semi-Govt. Scientific Organization. Computer literacy is essential.
4.	Assistant Documentation Officer (BS-16) <u>Merit</u>	1 Islamabad	B.Sc. with 5-years experience of Scientific documentation work in any Govt. / Semi Govt. Scientific Organization. Computer literacy is essential.
5.	Assistant Accounts (BS-16) <u>Punjab</u>	1 Islamabad	B. Com. /BBA Preference will be given to experienced persons in scientific organization. Computer literacy is essential.
6.	Data Control Assistant (BS-15) <u>Punjab</u>	1 Islamabad	BCS from a recognized University or Graduate with certificate in Computer.
7.	Assistant (Admin) BS-15 <u>1-Merit</u> <u>1-Punjab</u> <u>1-KPK</u>	3 Islamabad	Graduate. Preference will be given to experienced persons in a scientific organization. Computer literacy is essential.
8.	Data Entry Operator (BS-14) <u>Punjab</u>	1 Islamabad	Bachelor Degree in Physics/Mathematics/Statistics/Economics with minimum speed of 10,000 key depressions per hour.
9.	Offset Printer (BS-11) <u>Merit</u>	1 Islamabad	SSC with diploma in mechanical technology with experience in any press in operation/maintenance of offset printing machines.
10.	Technical Assistant (BS-11) <u>KPK</u>	1 Islamabad	ICS with 1 year experience in hardware maintenance. Experience in Computer is essential.
11.	UDC (BS-11) <u>Punjab (Disable quota)</u>	1 Islamabad	HSSC. Experience of secretariat work in a Govt. or Semi-Govt. organization will be preferred. Computer literacy is essential.

12.	Electrician (BS-07) <u>Punjab</u>	1 Islamabad	SSC with trade certificate of electrician from a recognized Institute having 3 years experience in electrical work.
13.	Offset Machine Assistant (BS-05) <u>Punjab</u>	1 Islamabad	SSC with 1 year experience to look after printing machines.
14.	Driver (BS-04) <u>Merit</u>	1 Islamabad	Middle with HTV/LTV License. 3 years experience of driving vehicles.
15.	Dispatch Rider (BS-04) <u>Sindh-R</u>	1 Islamabad	SSC with LTV License.
16.	Library Attendant (BS-02) <u>Local</u>	1 Islamabad	Middle with relevant experience.
17.	Naib Qasid (BS-01) <u>Local</u>	1 Islamabad	Middle.
18.	Bindery Helper (BS-01) <u>Local</u>	1 Islamabad	Middle having experience of book binding in any press.
<u>Total</u>		<u>22</u>	

Age Limit

For BS-16 = 21-33 Years
 BS-1 to 15 = 18-30 Years

- i). The selected candidates for the post of Assistant and UDCs/LDCs shall have to undertake basic IT training course (including MS Office) conducted by NITB for 06 weeks and 03 weeks respectively, within one year of their appointment, otherwise their services will be terminated in light of Establishment Division's Office Memorandum No.1/13/96-R-6 dated 10.08.2016.

- ii). PSF reserves the right to call shortlisted candidates for test/interview.
- iii). Allowances & other benefits like G.P. Fund, Medical Facilities and House Rent Allowance etc, are admissible as per PSF Regulations.
- iv). Candidates already in service should apply through proper channel.
- v). The age limit is relax-able in deserving cases, as per Government Rules.
- vi). No. TA/DA will be paid for appearing in test/interview.
- vii). Any kind of direct / indirect canvassing would result in instant disqualification at any stage of selection or after selection.
- viii). PSF reserves the right to postpone / stop the recruitment process at any stage.
- ix). PSF reserves the right to increase/decrease number of post(s) advertised.
- x). Candidates must mention the **Name of Post** at the right-top of Envelop.

Note:- Candidates who had already applied against the posts of BS-16 & below, they will have to apply a fresh.

Applications, on prescribed forms should reach the Secretary PSF, 1-Constitution Avenue, G-5/2, Islamabad within 15 days of publication of the advertisement. Application Forms can be downloaded from PSF website, www.psf.gov.pk. Incomplete applications or those received after the due date, shall not be entertained.

(Haider Zaman Khattak)
Secretary, PSF
Tel: 051-9201887