

Government of Pakistan, Pakistan Boy Scouts Association

VACANT POSITIONS

Applications are invited through suitable male / female candidates for appointment against the following posts lying vacant at Pakistan Boy Scouts Association, Garden Avenue, Islamabad.

#	Name of Post	Education Qualification	No. of Seats	Quota	Age Limit
1	Director Youth Programme BS-18	a) Bachelor Preferably Master Degree from a recognized University. b) Leader Trainer with 10 Years of experience in conducting various courses as Course Leader c) Have thorough study of International Trg. Hand Book and other books / booklets published by the WSB and various NSOs d) Preferably Qualified the Basic Management Course for Professional Scout Executives	01	Merit	28-40 (applicants upto maximum age of 65 years may also be considered for contract appointment)
2	Director Adult Training BS-18	a) Bachelor Preferably Master Degree from a recognized University. b) Leader Trainer with 10 Years of experience in conducting various courses as Course Leader c) Have thorough study of International Trg. Hand Book and other books / booklets published by the WSB and various NSOs d) Preferably Qualified the Basic Management Course for Professional Scout Executives	01	Merit	28-40 (applicants upto maximum age of 65 years may also be considered for contract appointment)
3	Director Resources Development BS-18	a) Bachelor preferably Master Degree from a recognized University. b) Leader Trainer c) 10 Years of experience in conducting various courses as Course Leader d) Have thorough study of International Trg. Hand Book and other books / booklets published by the WSB and various NSOs e) Preferably Qualified the Basic Management for Professional Scout Executives	01	Merit	28-40 (applicants upto maximum age of 65 years may also be considered for contract appointment)
4	Coordinator (On contract basis, Market based fixed Salary)	a) Master Degree in Project Management / Development Studies. b) 05 years experience to managing Development Projects	03	Merit	28-40 (Age relaxation be accorded for extra ordinary applicants)
5	Deputy Secretary BS-18	a) Master Degree or equivalent atleast 2 nd division from a recognized University. b) Five years experience in Administration and Office Management c) Attended CALT d) Wood badge parchment in any two sections	01	Merit	28-40
6	Deputy Director Youth Programme BS-17	a) Bachelor Degree from a recognized University. b) Wood badge Beads holder c) Preferably qualified the Basic Management Course for Professional Scout Executives	01	Merit	28-40
7	Deputy Director Adult Training BS-17	a) Bachelor Degree from a recognized University. b) Wood badge Beads holder c) Preferably qualified the Basic Management Course for Professional Scout Executives	01	Merit	28-40
8	Dy. Director Publications & Public Relations BS-17	a) Master Degree from a recognized University in information Science or Mass. Communication b) Five years experience in Printing & Publications or related projects	01	Merit	28-40
9	Dy. Director Project & International Affairs BS-17	a) Bachelor Degree from a recognized university c) Five years experience in Planning & Executing Projects relating to Scout or Development Sector	01	Merit	21-35
10	Deputy Director Admin & Finance BS-17	a) B.Com Preferably M.B.A/M.Com b) Five Years Experience in Administration.	01	Merit	21-35
11	Computer Operator BS-14	a) Graduate b) One year Diploma of information Technology c) Three years experience as computer operator in public/private sector	02	Sindh (R)-1 KPK-1	18-35
12	Warden BS-14	a) Bachelor Degree from a recognized University b) 5 years experience of Hotel / Hostel management and expertise in Book keeping	02	Sindh (R)-1 KPK-1	18-35
13	Steno Typist BS-14	a) Intermediate with short hand b) 80 words per minute & typing with 40 words per minute c) Proficient in MS office d) Three years experience as steno typist	01	Punjab	18-35
14	Accounts Clerk BS-11	a) I.Com preferably B.Com with 5 years experience of Accounts dealing	01	Punjab	18-35
15	PA BS-11	a) Bachelor Degree atleast 2 nd Division from a recognized University or equivalent b) Having One Year Computer Diploma Certificate	01	Punjab	18-35
16	Telephone Operator BS - 11	a) Bachelor Degree atleast 2 nd Division from a recognized University or equivalent b) Atleast 02 Years Experience as Telephone Operator	01	Sindh (R)	18-35
17	Security Officer BS - 11	a) Intermediate atleast 2 nd Division or equivalent b) Ex-Serviceman (Reid) from Army as JCO	01	Punjab	18-35
18	Junior Clerk (LDC) BS-09	a) Matric with typing speed 35 words per minute b) Three years experience as clerical and computer skills	03	Sindh(R)-1 KPK-1 Bal-1	18-35
19	Incharge Scout Shop BS - 07	a) Intermediate atleast 2 nd Division or equivalent b) Should be able to maintain accounts & Scout Shop items	01	Punjab	18-35
20	Camera Operator BS - 07	a) Intermediate atleast 2 nd Division or equivalent b) 02 Years Camera Operating Skills both (Still & Movie)	01	Punjab	18-35
21	Solar Technician BS-07	a) Matric with one year Electrical or Solar Technician course. b) Three years experience of operation/ repair and maintenance of Solar/Electrical equipment	01	Punjab	18-35
22	Daftr BS-05	a) Matric b) Three years experience as Qasid	03	Punjab-1 Sindh(R)-1 Bal.-1	18-35
23	Driver BS-05	a) Primary b) Light Driving License c) Five years experience	02	Punjab-1 Sindh (R)-1	18-35
24	Cook BS-05	a) Primary b) Three years Experience as Cook	03	Punjab-1 Sindh(R)-1 Bal.-1	18-35
25	House Keeper BS - 04	a) Matric or equivalent b) Skills (Electric, Plumbing, etc) c) Two Years Experience of House Keeping	01	Merit (Local)	18-35
26	Mali BS-03	a) Primary b) Three year experience as gardener	05	Merit (Local)	18-35
27	Chowkidar BS-03	a) Primary b) Three years experience as security guard	05	Merit (Local)	18-35
28	Sanitary Worker BS-03	a) Primary b) Three year working as sanitary worker	04	Merit (Local)	18-35
29	NaibQasid BS-02	a) Primary b) Three years working as office boy	03	Merit (Local)	18-35
30	Carpenter BS - 02	a) Primary b) Five Years experience of relevant field	01	Merit (Local)	18-35
31	Mason BS - 02	a) Primary b) Five Years Experience of relevant field	01	Merit (Local)	18-35
32	Electrician BS - 02	a) Middle b) Five Years Experience of relevant field	01	Merit (Local)	18-35
33	Plumber	a) Middle b) Five Years Experience of relevant field	01	Merit (Local)	18-35

- Applications along with bio-data / CV, mentioning date of birth, name of district and educational qualification, experience along with attested copies of necessary documents should reach to the Secretary, Pakistan Boy Scouts Association, National Headquarters, Garden Avenue, Islamabad by Post within 15 days after publication of this advertisement. (Application received after closing date will not be entertained).
- Positions name should clearly be mentioned at top left corner of the envelope.
- Applicants from Serial No 1-17 are required to attach Rs. 500/- per application in the form of Pay Order / Bank Draft in the name of Pakistan Boy Scouts Association as application processing fee.
- Services will be governed as per PBSA Service Rules.
- The positions are purely on temporary basis which can be permanent in future subject to best performances.
- Preference will be given to the local residents, who belong to Islamabad / Rawalpindi (For BPS 1-4).
- Age Relaxation will be granted to the experienced candidates by the competent authority as per rules.
- Short listed candidates will be called for test / interview after checking of academic documents and experience certificates.
- No TA/DA will be admissible for appearing in test / interview.
- Persons already in Government Service should apply through proper channel.

NATIONAL SECRETARY