



APPLICATION FORM

PAKISTAN CIVIL AVIATION AUTHORITY

RECRUITMENT TEST

Application No. _____

To be filled by NTS



Note:

- Candidates not fulfilling the requirements or submitting incomplete applications will not be considered.
- To apply for another post fill separate application form along with another original deposit slip (after paying the fee according to the post).
- Attach your CV, 2 recent passport size colored photographs, attested photocopies of CNIC, Domicile, all Educational, Experience Certificates with this application form.

**Affix 2 recent
Passport Size
Colored
Photographs**

1. Online Transfer Fee in National Bank of Pakistan. (Deposit slip is available at all National Bank Branches)

(Account Title: CAA Collection, Branch Code: 0003, Account #: 2561-8)

Attach the original deposit receipt with the application otherwise your application will be rejected.

Bank Branch Code		Deposit Date	
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2. Posts

Post/ PG Quota Share	Qualification	Experience	Age	Fee
Tick only One Box for Desired Post (Use separate Application Form to apply for more than one post)				
S. No 01 <input type="checkbox"/> Deputy Manager Finance (PG-08) (03 Positions against PC-1 of New BBIAP, Multan & Gawadar Projects) (Merit) Contract : 02 Years (Extendable)	CA Finalist/ICMA Stage-V/ACCA/MBA/M. Com with 05 years relevant experience. B.Com with 10 years relevant experience.	Have proven track record & preferably completed at least one mega project in Pakistan or abroad. He / She must be well-versed with Income Tax and Sales Tax Laws.	Maximum 40 years (Including all Government relaxations)	Rs. 500
S. No 02 <input type="checkbox"/> Deputy Manager HR (PG-08) (03 Positions) (Contract: 2 Years) (Extendable) (Merit-01, Female Punjab-01 & Bal-01)	MBA (Major in HR) OR MPA-HR OR MAS-HR from a recognized University.	Have the knowledge of law, rules / regulations of service matters. Ability to prioritize task and manage time effectively. Flexible approach and attitude knowledge of computerized information system used human resource applications.	Maximum 35 Years (Including all Government relaxations)	Rs. 500
S. No 03 <input type="checkbox"/> Electrical Engineer (PG-08) (03 Positions) (Merit-01, Punjab-01 & Bal-01)	BE (Electrical) atleast 2nd Division OR B. Sc atleast 2nd Division in Electrical Engineering. Must be registered in Pakistan Engineering Council (PEC).	Preferably two years post qualification experience in the field of Engineering.	Maximum 30 Years.	Rs. 500
S. No 04 <input type="checkbox"/> Mechanical Engineer (PG-08) (03 Positions) (Punjab-01, Khyber-Pakhtoonkhwa -01 & Bal-01)	BE (Mechanical) atleast 2nd Division OR B. Sc atleast 2nd Division in Mechanical Engineering. Must be registered in Pakistan Engineering Council (PEC).	Preferably two years post qualification experience in the field of Engineering.	Maximum 30 Years.	Rs. 500
S. No 05 <input type="checkbox"/> Electronics Engineer (PG-08) (03 Positions) (Merit-01, Bal-01 & NA/FATA-01)	BE (Electronics) atleast 2nd Division OR B. Sc atleast 2nd Division in Electronics Engineering. Must be registered in Pakistan Engineering Council (PEC).	Preferably two years post qualification experience in the relevant field.	Maximum 30 Years.	Rs. 500
S. No 06 <input type="checkbox"/> Deputy Manager Civil (PG-08) (03 Positions) (Merit-01, Khyber-Pakhtoonkhwa -01 & Bal-01)	BE (Civil) from a recognized university in 2nd Division. The candidates must be registered with Pakistan Engineering Council (PEC).	Preferably two years experience in the relevant field.	Maximum 30 Years.	Rs. 500
S. No 07 <input type="checkbox"/> Assistant Air Traffic Control Officer (AATCO) (PG-07) (12 Positions) (Merit-01, Sindh (U)-01, Sindh (R)-02, Punjab-03, Khyber-Pakhtoonkhwa -01, Bal-02, NA/FATA-01 & Female Punjab-01)	Graduate 2nd Division OR Intermediate plus any qualification equivalent to Intermediate 2nd Division with CPL/FOO. Good level of spoken English (Pre-requisite).		Maximum 28 Years.	Rs. 500
S. No 08 <input type="checkbox"/> IT Support Staff (PG-05) (07 Positions) (Merit-01, Sindh (R)-01, Punjab-01, Khyber-Pakhtoonkhwa -01, Bal-02, & Female Punjab-01)	BCS atleast 2 nd Division with minimum two years experience in IT operations OR B. Sc (Mathematics / Physics / Stats) atleast 2 nd Division with Diploma in Computer / IT alongwith minimum three years experience in IT operations.		Maximum 30 Years	Rs. 200
S. No 09 <input type="checkbox"/> Civil Supervisor (PG-05) (10 Positions) (Merit-01, Sindh (R)-01, Punjab-04, Khyber-Pakhtoonkhwa -01, Bal-02, & NA/FATA-01)	03 years Diploma of Associate Engineer in (Civil) Technology in 2nd Division.	03 years experience in Estimation and Supervision of Civil Works with reputable Engineering Organization with computer literacy.	Maximum 30 Years	Rs. 200
S. No 10 <input type="checkbox"/> Aerodrome Fire Fighter (PG-04) (15 Positions) (Merit-02, Sindh (R)-02, Punjab-08, Khyber-Pakhtoonkhwa -01, Bal-02)	Intermediate plus any qualification equivalent to Intermediate (atleast 2nd Division)	HEIGHT Minimum Height 5' 6"	Maximum 30 Years	Rs. 200
S. No 11 <input type="checkbox"/> Lab. Assistant (PG-04) (01 Position) (For Multan Project) (Contract: 2 Years) Quota Share: (Merit)	FSc atleast 2nd Division	2-years experience in Lab. Testing or materials for Highway and Runway.	Maximum 35 Years (Including all Government relaxations)	Rs. 200

3. Desired Test Center: *Tick only One Box*

<input type="checkbox"/> ISLAMABAD <input type="checkbox"/> KARACHI	<input type="checkbox"/> LAHORE <input type="checkbox"/> PESHAWAR	<input type="checkbox"/> QUETTA
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Personal Information: Use CAPITAL letters and leave spaces between words.

4. Name: _____

5. Father's Name: _____

6. CNIC#:

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Write your own CNIC No.

7. Gender: ☐ Male ☐ Female

D D M M Y Y Y Y

8. Email: _____

9. Date of Birth: - -

10. Postal Address: _____

(All correspondence will be made on this address though courier service or ordinary postal service)

City: _____ Postal City District: _____11. Phone No. (Office) _____ (Residence) _____ Mobile (Compulsory) _____
(City Code-Phone No.)

12. Province _____ 13. Religion _____

14. Domicile

PUNJAB <input type="checkbox"/>	SINDH (RURAL) <input type="checkbox"/>	SINDH (URBAN) <input type="checkbox"/>	KHYBER-PAKHTOONKHWA <input type="checkbox"/>	BALUCHISTAN <input type="checkbox"/>	FATA <input type="checkbox"/>	AJK <input type="checkbox"/>	NORTHERN AREAS <input type="checkbox"/>
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15. You belong to:

Recognized Tribes of Tribal Areas <input type="checkbox"/> Write Tribe Title: <input type="text"/>	Buddhist Community <input type="checkbox"/>	Scheduled Casts <input type="checkbox"/> Write Cast: <input type="text"/>	Northern Areas <input type="checkbox"/>
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FOR ARMED FORCES PERSONNEL / GOVERNMENT SERVANTS ONLY

	Serving as	Total Experience in Years	
Armed Forces			
Government Servants			Are you applying through Proper Channel? <input type="checkbox"/> Yes <input type="checkbox"/> No

16. Academic Record:

Note: NTS will not issue Roll No. to those who have not given their academic record accordingly. (O and A level candidates should write their marks)

Certificate/Diploma/Degree	Degree Title	Passing Year	Major Subjects	Marks		CGPA		Grade/ Division	Board/ University
				Obtained	Total	Obtained	Total		
SSC/Matric/'O' Level (10 years)									
HSSC/Intermediate/'A' Level (12 years)									
Bachelors (14 years)									
Bachelors/ Masters (16 years)									
CA / ICMA Stage VI / ACCA									

17. Employment Record:

Sr No.	Employer's Name (College / University / organization)	Designation	Pay Scale	Job Profile / Salient Contribution	Period of Service (in years)		Total Experience in Years
					From	To	
1.							
2.							
3.							

Total Job Experience (in Years): _____

UNDERTAKING BY THE APPLICANT

I _____ d/s/w of _____ do hereby solemnly affirm that I have read and understood the conditions for appearing in the NTS Test and that I have filled the form as per instructions and in the event any information contained herein is found to be untrue, I shall be liable to disciplinary action which may result in cancellation of my test.

Date: _____

Signature of the Candidate _____

➤ **By Hand submission of Application Form is not allowed.**

Help line:

UAN 111 687 000.

Islamabad: 051-9258478, Lahore: 042-9239258, Karachi: 021-4327563, Peshawar: 091-9218233

E-mail info@nts.org.pk Website: www.nts.org.pk

Send Application Forms to:

National Testing Service

402, Street No. 34, Sector I-8/2, Islamabad.

Don't attach and send this page with your application form.

Application Procedure:

Individuals who meet the above criteria and are interested to work for Pakistan Civil Aviation Authority, should send their applications on Bio-Data Form available at www.nts.org.pk and www.caapakistan.com.pk alongwith CV, 02 Nos recent Passport Size Coloured Photographs, attested photocopies of CNIC, Domicile, all Educational, Experience Certificates directly to **M/s National Testing Service (NTS), 402, Street # 34, I-8/2, Islamabad** for computerization / scrutinization on behalf of Pakistan Civil Aviation Authority. The applicants shall deposit non-refundable amount of Rs.500 for officers posts (S. No. 1 to 7) and Rs.200 for staff posts (S. No. 8 to 11) in favour of "HQ CAA, Karachi" through online transfer facility from National Bank of Pakistan (**Account Title: CAA Collection, Branch Code: 0003, Account #: 2561-8**). The applicants would be required to attach the original deposit receipt with the application otherwise their application will not be entertained). This Authority reserves the rights to reduce / increase the number of above mentioned post (s) as well as cancel the whole recruitment process at any stage without assigning any reason.

Note:

- a) Age relaxation for 03 years in case of candidates belonging to recognized Tribes of Tribal Areas, Buddhist Community, Scheduled Casts & Northern Areas, or in case of retired or released Armed Forces Personnel by 15 years or the number of years a person has actually served in the Armed Forces whichever is less or government Servants including contract employees by 10 years who have completed 02 years continuous service on the publishing date of this advertisement or in case candidate belonging to Sindh (R) and Balochistan for the posts mentioned at S. No. 8 to 10, three years age relaxation will be granted. Government has relaxed the age of 05 years as a general relaxation for the posts mentioned at S. No. 3 to 10.
- b) Candidates not fulfilling the above requirements or submitting incomplete applications will not be considered.
- c) Tests / Interviews will be held at Karachi, Lahore, Islamabad, Peshawar and Quetta Airports for which separate notices will be issued (depending on the number of candidates).
- d) No TA / DA is admissible for Test / Interview.
- e) Candidates using external influence or giving wrong information will be disqualified.
- f) Appointment will be subject to CAA's standards and medical fitness test.
- g) Selected candidates may be required to serve anywhere in Pakistan.
- h) Government servants / employees of autonomous bodies / corporations including CAA employees should send their applications through proper channel.
- i) Application received after due date will not be considered / entertained.
- j) Selected candidates for the posts of AATCO (PG-07) and Aerodrome Fire Fighter (PG-04) will undergo basic training at Civil Aviation Training Institute, Hyderabad and during training they will get fixed stipend. Their appointment will be subject to successful completion of training.
- k) Selected candidates will be required to execute a standard Surety Bond for a sum of Rs. 5 Lac for the post of AATCO (PG-07) and Rs.20 thousand for the posts of Aerodrome Fire Fighter at the time of joining in CAA.
- l) Women are encouraged to apply.

CIVIL AVIATION AUTHORITY TEST SCHEDULE	
Last Date for submission of Application Forms :	Tuesday, 25 th May 2010
Test Date :	19 th & 20 th June 2010