

CLASS XII PRACTICAL

Experiment No. 9 : Evaluate any one advertisement for any job position

When searching for a job, we should never haphazardly apply to every opening that bears the same job title we are looking for. Instead, we should take the time to read the Job and evaluate to see if we are truly qualified for the position.

1. The Company Behind the Advertisement

We should visit the company's website

2. Duties and Responsibilities

Are we *willing* to take on the duties and responsibilities listed in the advertisement

3. Minimum Qualifications

We need to check do you have the desired degree?

4. Preferred Qualifications

Again we need to check that do we meet the preferred qualifications?

5. Benefits or Total Compensation Package

We need to Only apply to jobs that meet our compensation needs


6. Type of Job (Contract, Full-Time, Part-Time)

Are we willing to work the type of role being offered? We should not apply for a part-time role if we need full-time work

7. How to Apply

The employer may require a variety of documents like , certifications, cover letters. We need to make sure you that we have included all the requested information in our application.

Now let us evaluate the job position for this given advertisement

 **TEACHING /ALLIED STAFF REQUIRED**

❖ Pakistan Rangers Education System is looking for professionally qualified & experienced **Staff** fulfilling the criteria for the following posts for its **Girls / Boys Campuses at Lahore:-**

Post	Qualification	Experience
Teaching Staff		
❖ English	MA & B.Ed	Preference will be given to teachers
❖ Urdu	MA & B.Ed	
❖ All Science Subjects	M.Sc & B.Ed	with min 2 -3 years experience.
❖ Computers Science	MCS & B.Ed	
❖ General Subjects / All Rounder	MA & B.Ed	Montessori qualified candidates will be preferred for General subjects.
❖ Music Teacher	BA & Diploma in Music	
Allied Staff		
❖ Librarian	MA in Lib Science	Experienced candidates will be preferred
❖ PTI	MA in Physical Education (Male/Female)	
❖ Administrative Incharge	BA	Retd Army/Rangers Personnels will be given preference
❖ Clerk (Cptr Literate)	BA/B.Sc	

❖ Attractive salary package will be offered.
❖ Interested and eligible **Candidates** to send their CVs along with 2 x photographs, complete testimonials and experience certificates by **15 March 2020** at following address. Date for Test, Demonstration and Interview for the shortlisted candidates will be intimated later. No TA/DA is admissible:-

Pakistan Rangers Education System Secretariat (PRES Sectt), HQ Pakistan Rangers (Punjab), Airport Road Lahore Cantt. Tel: 042-99221036

1. First we will check whether any site is available related to this advertisement
2. Duties and responsibilities we need to understand.
3. For all the subject minimum qualification Master Degree has been asked for.
4. 2 to 3 years experience in teaching is required. For Administrative Army Personnel will be give preference.
5. Salary package will be attractive.
6. They need the staff for Lahore so Posting will be at Lahore.
7. They have asked for Testimonials, CV, 2 copies Photograph, Experience certificates need to be sent at their address by 15 March 2020. They will not pay TA/ DA for attending the Interview

