

## JOINING INSTRUCTIONS

1. Army / Navy Air Force commission test will be conducted in ISSB center \_\_\_\_\_ **cantonment**. Your interview and other necessary tests will complete in four days. Your arrival day will not be included in these four days. You will be allowed to leave the premises of ISSB in noon of 4<sup>th</sup> day of your ISSB.

### Reporting Date

2. \_\_\_\_\_ from \_\_\_\_\_ hrs to \_\_\_\_\_ hrs. You will bring along your call letter and report to **ISSB** \_\_\_\_\_ on mentioned time otherwise you will not be allowed to enter ISSB center.

3. Candidates who failed to report ISSB center on called date before 12 pm will not be allowed to participate in ISSB test and will be returned forthwith. ISSB will not be bound to call you again, even if there is a reason.

4. Guardians can confirm arrival of candidates after 4 pm.

### Lodging / Messing

5. Selection board will provide you lodging and messing on government expenses.

6. Candidates are not allowed to leave the premises of ISSB center in their leisure time. TV, Newspapers and indoor games facilities are available inside selection board.

7. Laundry and pressing facility will be provided on payment.

8. Bring along your personal use items i.e. soap and towel etc.

**Documents.** Bring following documents along with you, **Photocopy will not be accepted:-**

9. Original matric result sheet issued by board.

10. Original Detailed Marks Certificate of matric.

11. If the marks sheet of matric / FSc has not been issued then bring a letter along with you duly approved by secretary / controller board.

12. Candidates appearing for ISSB to bring their hope certificate along with detailed marks sheet of part I.

13. On announcement of result of FA / FSc bring along your FA / FSc result.

14. In case of O/A levels bring **Form B** or **CNIC** other than original certificates and **Equivalence certificate**.

15. Candidates applying for graduate / post graduate to bring original result sheet and detailed marks sheet of matric and intermediate.

16. Candidates applying for graduate / post graduate to bring all the documents with you, on the basis of which you have applied as well are mentioned in the advertisement.

17. Candidates, who are in possession of duplicate or revised/ amended certificate, to get these documents attested form secretary / controller board before coming to ISSB. Attested copy will not be accepted.

18. Candidates who belong to backward areas and have been given relaxation in marks to bring their original Domicile Certificate with them.

19. If you are not in possession of the documents mentioned above, you will not be entertained and returned back. Travelling allowance will not be given.

20. In case of any query regarding documentation you can call GSO-II ISSB Kohat on this telephone no: 0922-510557.

21. All candidates to keep a copy of their educational certificates with them which will be required to be sent to concerned academy after final selection.

### **Dress**

22. Following dress / items will be required in different tests. These items will also be available in ISSB canteen to facilitate candidates:-

- |  |                            |
|--|----------------------------|
| a. 2 x white shorts  | b. 1 x pair of PT shoes    |
| c. 2 x pairs of white socks  | d. 2 x white sports shirts |
| e. 1 x white sweater / jersey track suit (for winters only)  |                            |
| f. Blue pen or ball point  |                            |
| g. <b>Candidates appearing in ISSB tests must bring closed collar dress (Pant, Shirt and Tie) and also Shalwar Kameez with Waistcoat which is the dress for dinning in ISSB candidates Mess.</b> |                            |

23. **Female candidates are allowed to wear PT shoes with Shalwar Kameez / Track suit for their outdoor tasks.**

### **Winters**

- a. Suit or combination
- b. Pants shirt and jersey
- c. Shalwar kameez and jersey
- d. Jersey / sweater
- e. Shalwar kameez (females only)

### **Summers**

- a. Pants shirt
- b. Shalawr kameez waist coat
- c. Shalwar kameez (females only)

### **Travelling Allowance**

24. You will be given travelling allowance before your departure from your present home address to \_\_\_\_\_ **City**. Present address given in your application will be

considered for this purpose. Allowance will be given for travelling by train. If the distance by road is less than rail, then allowance will be given according to Bus fare. If you are member of defense services then acquire railway warrant form your unit, you will not be given travelling allowance.

### **Medical Facility**

25. Government does not provide compensation for the candidate who gets injured during the tests, however, every possible effort will be made for provision of medical assistance. Lady medical officer, nurse and maid will be made available for female candidates.

26. It has been observed that candidates while travelling to ISSB, because of their carelessness, do not care for their diet and consume their meal from an unhygienic place. This negligence results in stomach diseases and effects their performance in ISSB. Therefore, it is emphasized that while coming to ISSB be very careful regarding your food and avoid substandard edibles.

### **Ineligibility**

27. Following candidates are ineligible for ISSB tests, if any of these point apply to you, then do not come for ISSB :-

- a. Those who do not qualify the criteria of the course advertised by the concerned services Headquarters.
- b. Those who were medically unfit.
- c. Twice screened out by ISSB.
- d. Not recommended twice from the board.
- e. Withdrawn from the defense forces cadet college on disciplinary grounds.
- f. Government employs who were struck off services on disciplinary basis or were found unfit for the job.
- g. Those defense forces employs who were struck off from the service on disciplinary or incompetence basis.
- h. Convicted by the court for committing an immoral act.
- i. **Recommended** candidates are not allowed to appear in ISSB for any of the courses till one year.
- j. If you have appeared in ISSB and have undergone tests within 120 days from the date mentioned in Paragraph 2 then you are ineligible and do not come for the tests. Moreover, send call letter and brochure back to **GSO-II (Selection) ISSB Kohat.**

28. **Miscellaneous**

- a. Haircut should be proper and nail should be cut.
  - b. Weapons are not allowed. Do not bring expensive items to include amount more than Rs. 5000, jewelry, and electronic appliances inside premises of ISSB. Every effort will be made to protect your items but selection board will not responsible in case of any loss. Mobile phone is not allowed; mobiles will be collected on arrival and will be returned on departure day.
  - c. Candidates on their arrival at ISSB will deposit non-refundable Rs. 105 for photographs and NADRA verification.
  - d. Bring call letter along with envelop to selection board. If you have lost Booklet/ brochure, Rs. 100 will be collected from you.
  - e. Anyone who directly or indirectly tries to approach ISSB staff for any favour or fails to comply with the ISSB instructions will endanger his commission.
29. For further information check our website [www.issb.com.pk](http://www.issb.com.pk).
30. In case of queries you can always call **GSO-II (Selection) ISSB Kohat** on following email and telephone numbers: -
- Email: [gso2@issb.com.pk](mailto:gso2@issb.com.pk)
- Telephone: 0922-920085