

Nó.18/3/2020-21/D-27 (Gen)
Government of Pakistan
Ministry of Defence
(Defence Division)
Rawalpindi, the June 1st June, 2022.

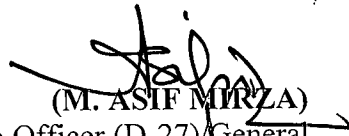
To,

The Deputy Director-III,
Public Procurement Regulatory Authority,
Islamabad.

We have uploaded the "Situation Vacant – Recruitment against Vacant Posts in Ministry of Defence, Rawalpindi." on your website, kindly arrange to display in the Tender database in your site.

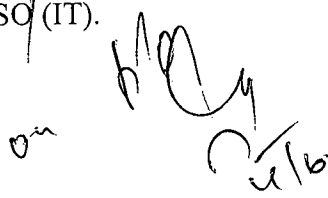
MINISTRY OF DEFENCE (MAIN)

Submission date	2nd June, 2022
Receipt No.	-
Recruitment No.	2022 (Ministry of Defence)
Sector	Situation Vacant
Title	Recruitment of Vacant Posts in Ministry of Defence, Rawalpindi
Note	-
Description	Documents are attached
Advertisement date	06th June, 2022
Closing date	20 June, 2022
Closing time	1500 hours
Opening time	-
Remarks	Nil
Attach Documents	Nil
Person to be contacted	
Designation	Section Officer (D-32)/Admin-III
Telephone No.	051-9271431
Address	Ministry of Defence (Defence Division) Pak. Sectt -II, Rawalpindi


(M. ASIF MIRZA)
Section Officer (D-27)/General
051-9271427

Copy:-

1. The Deputy Director (M&IMP).
Public Procurement Regulatory Authority, Islamabad
2. D G Project Manager Operations, National Job Portal, NITB, Plot
No.24/B, Street No.6, H-9/1, Islamabad
(051-9265240)
- ✓ 3. SO (IT).



No.2(2)/2019/D-32 (Admin-III)
GOVERNMENT OF PAKISTAN
MINISTRY OF DEFENCE
(DEFENCE DIVISION)

ADVERTISEMENT FOR VACANT POSTS

Applications are invited for the following vacant posts in Ministry of Defence (Defence Division), Rawalpindi: -

S. No.	Name of Post	BPS	No. of Posts	Qualification	Age	Provincial/ Regional Quota
1.	Stenotypist	14	02	i. Intermediate ii. Minimum speed of 80/40 w.p.m in shorthand/ typing respectively. iii. Must be computer literate	18-30 including 5 years general relaxation	Punjab (Merit) -01 Punjab (Minorities) -01
2.	LDC	09	03	i. Matric. ii. Minimum typing speed of 30 w.p.m iii. The selected candidates shall have to undertake 03 weeks IT basic Training Course including MS Office conducted by the NITB within probation period	18-30 including 5 years general relaxation	Punjab (Minorities) -01 Sindh-R (Merit) -01 KPK (Merit) -01
3.	Driver	04	01	i. Primary ii. Valid driving license holder & well versed in the traffic rules.	18-35 including 5 years general relaxation	Ordinarily be filled on local basis
4.	Naib Qasid	01	06	Primary	18-30 including 5 years general relaxation	Ordinarily be filled on local basis
Total: -			12			

2. Upper age limit further relax-able as under: -

- i) Candidates belonging to schedule castes Buddhist community 3 - years.
- ii) Released or Retired personnel of the Armed Forces of Pakistan 15 - years or the number of years actually served in the Armed Forces of Pakistan, whichever is less.
- iii) Government servants and contract employees who have completed 2 years continuous Government service on the closing date for receipt of applications 10-years.
- iv) Disabled persons- 10 years.
- v) Widow, son or daughter of a deceased civil servant who dies during service (upto 5 years).

Note: - Where a candidate is entitled to age relaxation under more than one category specified in paragraph-3, he / she shall be allowed relaxation in age only in one category.

3. Government servants should apply through proper channel.

4. No TA/DA will be admissible.

5. The eligible candidates are advised to apply online through National Job Portal (NJP) link i.e. <http://njp.gov.pk> Candidates applying for more than one post should apply online separately for that post within 15 days from the publication of this advertisement in the newspaper.

6. Application received in hard copy shall not be entertained.

(AFZAAL AHMED)
SECTION OFFICER (D-32/ADMIN-III)
MINISTRY OF DEFENCE (DEFENCE DIVISION)
PAK SECRETARIAT NO.II, RAWALPINDI
TELE: 9271431/RWP