

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 Limit (including 5 years general relaxation)	Provincial/ Regional Quota
1.	Assistant	15	03	i. Graduate (14 years of education) ii. The selected candidates shall have to undertake 06 weeks IT basic Training Course including MS Office conducted by the NITB within probation period	18 to 33	Punjab (Minority) - 01 Sindh (R) Merit - 01 Sindh (U) Merit - 01
2.	Stenotypist	14	06	i. Intermediate with minimum speed of 80/40 w.p.m in shorthand/ typing respectively ii. Must be computer literate	18-30	Punjab (Minority) - 01 Punjab (Woman) - 01 KPK (Woman) - 01 KPK Merit - 02 AJK Merit - 01 Sindh (U) Merit - 01 KPK Merit - 01
3.	UDC	13	02	i. Intermediate ii. 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	Sindh (U) Merit - 01 KPK Merit - 01
4.	LDC	11	06	i. Matric with 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	Open Merit - 01 Sindh (R) Merit - 02 Sindh (U) Merit - 01 KPK Merit - 01 GB Merit - 01
5.	Driver	04	02	i. Primary ii. Valid driving license holder & well versed in the traffic rules	18-35	Ordinarily be filled on local basis
6.	Naib Qasid	01	06	Primary	18-30	Ordinarily be filled on local basis
7.	Farash	01	01	Primary	18-30	Ordinarily be filled on local basis
Total: -			26			

2. Upper age limit further relaxable as under: -
- Candidates belonging to schedule castes Buddhist community (3 - years).
 - 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.
 - Government servants and contract employees who have completed (2 - years) continuous Government service on the closing date for receipt of applications (10-years).
 - Disabled persons (10 - years).
 - 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-2, he / she shall be allowed relaxation in age only in one category.
- 2% disability quota will be observed as per rules. Disabled persons must have a certificate from authorized Government Organization as proof of disability.
 - Government servants should apply through proper channel and NOC shall be provided at the time of interview.
 - The Ministry reserves the right to cancel the recruitment process at any stage without assigning any reason.
 - No TA/DA will be admissible.
 - 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. Application(s) via hard copy / by post will not be entertained. For call letter and other information candidates will be intimated via email / cell phone.

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