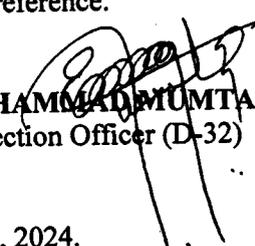


MINISTRY OF DEFENCE
D-32(ADMIN-III)

Subject: **ADVERTISEMENT FOR RECRUITMENT OF MINISTERIAL STAFF (BS-01 TO 15) IN MINISTRY OF DEFENCE (DEFENCE DIVISION), RAWALPINDI**

Please find enclosed herewith a draft Advertisement for Recruitment on vacant posts (details of which are also enclosed) in Ministry of Defence, Defence Division, Rawalpindi for publication in the daily newspapers through Ministry of Information & Broadcasting, Islamabad in line with Government policy on the subject.

2. It is further requested to forward the same to DG, Project Manager Operations of National Job Portal (NJP), NITB for making necessary arrangements to upload the advertisement on their web portal i.e. <http://njp.gov.pk> in order to invite online applications from the applicants. The date of publication of advertisement in newspaper and closing date of receipt of applications may also be communicated to NJP for their reference.


MUHAMMAD UMRAZ
Section Officer (D-32)

S.O (D-27)

Min of Def's u.o. No.2(2)/2020/D-32 (Admin-III), dated 26th April, 2024.

Copy to: -

✓ S/O (IT / P&D)

For uploading onto MoD's Web Portal after publication of advertisement in the newspapers.

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Approved by Section Officer (D-32) 26/04/2024
Approved by Section Officer (D-32) 26/04/2024

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	01	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 (Merit) - 01
2.	Stenotypist	14	08	i. Intermediate with minimum speed of 80/40 w.p.m in shorthand/ typing respectively ii. Must be computer literate	18-30	Punjab (Merit) - 03 Punjab (Minority) - 01 Punjab (Woman) - 01 KPK (Woman) - 01 AJK Merit - 01 FATA Merit - 01
3.	UDC	13	01	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	KPK Merit - 01
4.	LDC	11	02	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 Punjab (Women) - 01
5.	Naib Qasid	01	01	Primary	18-30	Disable Quota (Ordinarily be filled on local basis)
6.	Labourer	01	01	Primary	18-30	Ordinarily be filled on local basis
7.	Khakroob	01	02	Primary	18-30	Ordinarily be filled on local basis
8.	Farash	01	01	Primary	18-30	Ordinarily be filled on local basis
			17			

2. Upper age limit shall be further relaxable 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-2, he / she shall be allowed relaxation in age only in one category.

3. 2% disability quota will be observed as per rules. Disabled persons must have a certificate from authorized Government Organization as proof of disability.
4. Government servants should apply through proper channel and NOC shall be provided at the time of interview.
5. The Ministry reserves the right to cancel the recruitment process at any stage without assigning any reason.
6. No TA/DA will be admissible.
7. 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 / SMS.

(MUHAMMAD MUMTAZ)
SECTION OFFICER (D-32/ADMIN-III)
MINISTRY OF DEFENCE (DEFENCE DIVISION)
PAK SECRETARIAT NO. II, RAWALPINDI
TELE: 051-9271431