

### SITUATION VACANT

Applications are invited for the following posts in the Directorate General Civil Defence and its Civil Defence Training Institutions on purely temporary basis. Age, Qualification, Experience and Domicile etc. prescribed for the posts are mentioned against each:-

| S # | Name of post with BPS  | No of Posts | Domicile   | Age qualification & Experience  |
|-----|--|-------------|--|---|
| 1   | <b>Assistant (BS-15)</b><br>Civil Defence Training School, Karachi   | 02          | Punjab 1<br>Sindh(R) 1                             | <b>Age 18 – 28 Years</b><br>o Graduate<br>o The selected candidate shall have to undertake 8 weeks Basic IT Training Course (including M.S Office conducted by NITB)  |
| 2   | <b>Junior Instructor (BS-14)</b><br>Dte. Gen. Civil Defence, Islamabad<br>Civil Defence Academy, Lahore<br>Civil Defence Training School, Lahore<br>Civil Defence Training School, Karachi<br>Civil Defence Training School, Peshawar<br>Civil Defence Training School, Quetta<br>Civil Defence Training School, Muzaffarabad A.J&K<br>Civil Defence Training School, Faisalabad | 14          | Merit 3<br>Punjab 6<br>Sindh@ 2<br>FATA 2<br>AJK 1 | <b>Age 18 – 25 Years</b><br>Essential:<br>o Graduate 2 <sup>nd</sup> Division<br>(The Condition of Division shall be relax-able for the persons who have qualified the prescribed courses of Civil Defence).<br>Desirable:<br>o Civil Defence General Instructors Course (CDGI)<br>o Station Fire Officers Course |
| 3   | <b>Stenotypist (BS-14)</b><br>Dte. Gen. Civil Defence, Islamabad<br>National Institute of Fire Tech. Ibd<br>Civil Defence Training School, Quetta<br>Civil Defence Training School, Muzaffarabad A.J&K   | 04          | Merit 1<br>KP 1<br>Baluchistan 1<br>AJK&K 1        | <b>Age 18 – 25 Years</b><br>o Intermediate<br>o Minimum speed of 80 / 40 w.p.m in Shorthand / Typing respectively.<br>o Must be computer literate   |
| 4   | <b>LDC (BS-9)</b><br>Dte. Gen. Civil Defence, Islamabad<br>Civil Defence Training School, Muzaffarabad A.J&K   | 02          | Merit 1<br>AJK&K 1                                 | <b>Age 18 – 25 Years</b><br>o Matric<br>o Minimum typing speed of 30 wpm<br>o The selected candidate shall have to undertake 3 weeks Basic IT Training Course (including M.S Office conducted by NITB).   |
| 5   | <b>Cinema Operator (BS-7)</b><br>Dte. Gen. Civil Defence, Islamabad  | 01          | Merit  | <b>Age 18 – 25 Years</b><br>o Matric<br>o <b>Diploma in Electrician &amp; Plumber</b>   |
| 6   | <b>Drill Instructor (BS-7)</b><br>Civil Defence Training School, Lahore  | 01          | Punjab   | <b>Age 25 – 35 Years</b><br>o JCO / NCO, Qualified Drill Instructor with 5 years experience will be preferred.  |
| 7   | <b>Bomb Disposal Technician (BS-6)</b><br>Bomb Disposal Unit, Lahore   | 03          | Merit 1<br>KP 1<br>Sindh@ 1                        | <b>Age 18 – 25 Years</b><br><b>1. Educational</b><br>o Matric<br><b>2. Experience</b><br>o Bomb Disposal Course from Military College of Engineering Risalpur / Bomb Disposal Unit, Lahore  |
| 8   | <b>Driver (BS-4)</b><br>Civil Defence Academy, Lahore<br>Bomb Disposal Unit, Lahore<br>Civil Defence Training School, Karachi<br>Civil Defence Training School, Peshawar<br>Civil Defence Training School, Quetta<br>Civil Defence Training School, Faisalabad   | 13          | Local Basis  | <b>Age 18 – 30 Years</b><br>o Primary Pass<br>o Valid LTV driving license and well versed of traffic rules.   |
| 9   | <b>Dispatch Rider (BS-4)</b><br>Civil Defence Training School, Faisalabad  | 01          | Local Basis  | <b>Age 18 – 30 Years</b><br>o Primary Pass<br>o Valid driving license and well versed with traffic rules.   |
| 10  | <b>Duplicating Machine Operator (BS-4)</b><br>Civil Defence Training School, Peshawar  | 01          | Local Basis  | <b>Age 18 – 25 Years</b><br>o Primacy Pass<br>o Knowledge of operating duplicating machine essential  |
| 11  | <b>Fire Crew (BS-3)</b><br>National Institute of Fire Technology, Islamabad  | 01          | Local Basis  |   |
| 12  | <b>Demonstrator (BS-3)</b><br>Civil Defence Training School, Lahore  | 01          | Local Basis  | <b>Age 18 – 25 Years</b><br>o Matric<br>o Preference will be given to the candidates who qualified in Civil Defence / Fire Courses<br>o Knowledge of Computer will be preferred.  |
| 13  | <b>Naib Qasid (BS-1)</b><br>National Institute of Fire Tech. Islamabad<br>Civil Defence Academy, Lahore<br>Bomb Disposal Unit, Lahore<br>Civil Defence Training School, Lahore<br>Civil Defence Training School, Karachi<br>Civil Defence Training School, Quetta<br>Civil Defence Training School, Faisalabad<br>Civil Defence Training School, Muzaffarabad A.J&K              | 15          | Local Basis  | <b>Age 18 – 25 Years</b><br>o Primary pass  |
| 14  | <b>Chowkidar (BS-1)</b><br>Dte General Civil Defence, Islamabad<br>Civil Defence Academy, Lahore<br>Bomb Disposal Unit, Lahore<br>Civil Defence Trg. School, Lahore<br>Civil Defence Trg. School, Karachi<br>Civil Defence Training School, Quetta<br>Civil Defence Trg. School, Peshawar<br>Civil Defence Trg. School, Faisalabad   | 15          | Local Basis  | <b>Age 18 – 25 Years</b><br>o Primary pass  |
| 15  | <b>Mali (BS-1)</b><br>Civil Defence Academy, Lahore<br>Bomb Disposal Unit, Lahore<br>Civil Defence Training School, Quetta   | 03          | Local Basis  | <b>Age 18 – 25 Years</b><br>o Primary pass<br>o Having experience in Gardening  |
| 16  | <b>Frash (BS-1)</b><br>Civil Defence Training School, Lahore<br>Civil Defence Training School, Quetta  | 02          | Local Basis  | <b>Age 18 – 25 Years</b><br>o Primary pass  |
| 17  | <b>Cook (BS-1)</b><br>Civil Defence Training School, Peshawar<br>Civil Defence Training School, Faisalabad   | 02          | Local Basis  | <b>Age 18 – 25 Years</b><br>o Primary pass<br>o Experience in cooking of Pakistani dishes   |
| 18  | <b>Sweeper (BS-1)</b><br>Civil Defence Academy, Lahore<br>Civil Defence Training School, Lahore<br>Civil Defence Training School, Peshawar   | 03          | Local Basis  | <b>Age 18 – 25 Years</b><br>o Primary pass<br>o Experience in the relevant field  |

Note:

- All Recruitment will be made as per Establishment Division recruitment policy.
- All the candidates shall be allowed 05 years general age relaxation as admissible under the Government rules. Released / Retired Army personnel of the Armed Forces of Pakistan (15 years or number of years actually served in Armed Forces, whichever is less.
- Application on prescribed format alongwith copy of CNIC & Domicile should reach the undersigned within 15 days of publication of this advertisement.
- Application form can be downloaded from website of Directorate General Civil Defence [www.civildefence.gov.pk](http://www.civildefence.gov.pk)
- Candidates should indicate the post applied for on right side of the envelope.
- Copies of the testimonials are not required to be enclosed with the application form. The original testimonials will be examined at the time of interview.
- Only the eligible and short listed candidates will be called for test / interview.
- No TA / DA will be paid for the purpose
- Serving candidates should apply through proper channel.
- Disabled person can also apply against all posts.