

No. 1/21/2020-Admn  
Government of Pakistan  
Ministry of Interior  
Directorate General Civil Defence  
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Plot No. 23, Mauve Area, Sector G-9/1,  
Islamabad, the 22<sup>nd</sup> October 2020

## 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>	02	Punjab 1	<b>Age 18 – 28 Years</b> ○ Graduate ○ The selected candidate shall have to undertake 6 weeks Basic IT Training Course (including M.S Office conducted by NITB)
	Civil Defence Training School, Karachi		Sindh(R) 1	
2	<b>Junior Instructor (BS-14)</b>	14	Merit 3	<b>Age 18 – 25 Years</b> Essential: ○ Graduate 2 <sup>nd</sup> Division (The Condition of Division shall be relax-able for the persons who have qualified the prescribed courses of Civil Defence). Desirable: ○ Civil Defence General Instructors Course (CDGI) ○ Station Fire Officers Course
	Dte. Gen. Civil Defence, Islamabad Civil Defence Academy, Lahore Civil Defence Training School, Lahore Civil Defence Training School, Karachi Civil Defence Training School, Peshawar Civil Defence Training School, Quetta Civil Defence Training School, Muzaffarabad AJ&K Civil Defence Training School, Faisalabad		Punjab 6 Sindh® 2 FATA 2 AJK 1	
3	<b>Stenotypist (BS-14)</b>	04	Merit 1	<b>Age 18 – 25 Years</b> ○ Intermediate ○ Minimum speed of 80 / 40 w.p.m in Shorthand / Typing respectively. ○ Must be computer literate
	Dte. Gen. Civil Defence, Islamabad National Institute of Fire Tech. Ibd Civil Defence Training School, Quetta Civil Defence Training School, Muzaffarabad AJ&K		KP 1 Baluchistan 1 AJ&K 1	
4	<b>LDC (BS-9)</b>	02	Merit 1	<b>Age 18 – 25 Years</b> ○ Matric ○ Minimum typing speed of 30 wpm ○ The selected candidate shall have to undertake 3 weeks Basic IT Training Course (including M.S Office conducted by NITB).
	Dte. Gen. Civil Defence, Islamabad Civil Defence Training School, Muzaffarabad AJ&K		AJ&K 1	
5	<b>Cinema Operator (BS-7)</b>	01	Merit	<b>Age 18 –25 Years</b> ○ <b>Matric</b> ○ <b>Diploma in Electrician &amp; Plumber</b>
	Dte. Gen. Civil Defence, Islamabad			
6	<b>Drill Instructor (BS-7)</b> Civil Defence Training School, Lahore	01	Punjab	<b>Age 25 – 35 Years</b> ○ JCO / NCO, Qualified Drill Instructor with 5 years experience will be preferred.

7	<b>Bomb Disposal Technician (BS-6)</b>	03	Merit 1	<b>Age 18 – 25 Years</b>  <b>1. Educational</b> Matric <b>2. Experience</b> Bomb Disposal Course from Military College of Engineering Risalpur / Bomb Disposal Unit, Lahore
	Bomb Disposal Unit, Lahore		KP 1 Sindh® 1	
8	<b>Driver (BS-4)</b>	13	Local Basis	<b>Age 18 –30 Years</b>  ○ Primary Pass ○ Valid LTV driving license and well versed of traffic rules.
	Civil Defence Academy, Lahore Bomb Disposal Unit, Lahore Civil Defence Training School, Karachi Civil Defence Training School, Peshawar Civil Defence Training School, Quetta Civil Defence Training School, Faisalabad			
9	<b>Dispatch Rider (BS-4)</b>	01	Local Basis	<b>Age 18 –30 Years</b>  ○ Primary Pass ○ Valid driving license and well versed with traffic rules.
	Civil Defence Training School, Faisalabad			
10	<b>Duplicating Machine Operator (BS-4)</b>	01	Local Basis	<b>Age 18 –25 Years</b>  ○ Primacy Pass ○ Knowledge of operating duplicating machine essential
	Civil Defence Training School, Peshawar			
11	<b>Fire Crew (BS-3)</b>	01	Local Basis	
	National Institute of Fire Technology, Islamabad			
12	<b>Demonstrator (BS-3)</b>	01	Local Basis	<b>Age 18 –25 Years</b>  ○ Matric. ○ Preference will be given to the candidates who qualified in Civil Defence / Fire Courses ○ Knowledge of Computer will be preferred.
	Civil Defence Training School, Lahore			
13	<b>Naib Qasid (BS-1)</b>	15	Local Basis	<b>Age 18 –25 Years</b>  ○ Primary pass
	National Institute of Fire Tech. Islamabad Civil Defence Academy, Lahore Bomb Disposal Unit, Lahore Civil Defence Training School, Lahore Civil Defence Training School, Karachi Civil Defence Training School, Quetta Civil Defence Training School, Faisalabad Civil Defence Training School, Muzaffarabad AJ&K			
14	<b>Chowkidar (BS-1)</b>	15	Local Basis	<b>Age 18 –25 Years</b>  ○ Primary pass
	Dte General Civil Defence , Islamabad Civil Defence Academy, Lahore Bomb Disposal Unit, Lahore Civil Defence Trg. School, Lahore Civil Defence Trg. School, Karachi Civil Defence Training School, Quetta Civil Defence Trg. School,, Peshawar Civil Defence Trg. School, Faisalabad			
15	<b>Mali (BS-1)</b>	03	Local Basis	<b>Age 18 –25 Years</b>  ○ Primary pass ○ Having experience in Gardening
	Civil Defence Academy, Lahore Bomb Disposal Unit, Lahore Civil Defence Training School, Karachi			
16	<b>Frash (BS-1)</b>	02	Local Basis	<b>Age 18 –25 Years</b>  ○ Primary pass
	Civil Defence Training School, Lahore Civil Defence Training School, Quetta			

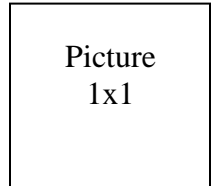
17	<b>Cook (BS-1)</b>	02	Local Basis	<b>Age 18 – 25 Years</b> <ul style="list-style-type: none"> <li>○ Primary pass</li> <li>○ Experience in cooking of Pakistani dishes</li> </ul>
	Civil Defence Training School, Peshawar Civil Defence Training School, Faisalabad			
18	<b>Sweeper (BS-1)</b>	03	Local Basis	<b>Age 18 – 25 Years</b> <ul style="list-style-type: none"> <li>○ Primary pass</li> <li>○ Experience in the relevant field</li> </ul>
	Civil Defence Academy, Lahore Civil Defence Training School, Lahore Civil Defence Training School, Peshawar			

**Note:**

- i. All Recruitment will be made as per Establishment Division recruitment policy.
- ii. 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.
- iii. Application on prescribed format alongwith copy of CNIC & Domicile should reach the undersigned within 15 days of publication of this advertisement.
- iv. Application form can be downloaded from website of Directorate General Civil Defence [www.civildefence.gov.pk](http://www.civildefence.gov.pk).
- v. Candidates should indicate the post applied for on right side of the envelope.
- vi. 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.
- vii. Only the eligible and short listed candidates will be called for test / interview.
- viii. No TA / DA will be paid for the purpose
- ix. Serving candidates should apply through proper channel.
- x. Disabled person can also apply against all posts.

(MUHAMMAD TAHIR SHAH)  
Assistant Director (A&C)  
Tele: 9106310

GOVERNMENT OF PAKISTAN  
MINISTRY OF INTERIOR  
DIRECTORATE GENERAL CIVIL DEFENCE



## Application Form

APPLICATION FOR THE POST OF \_\_\_\_\_

<b>Name</b>	
<b>Father's Name</b>	

<b>Date of Birth</b>			-			-				
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<b>CNIC No.</b>						-										-	
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<b>Domicile (indicate District)</b>	
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<b>Test Centre</b>	Islamabad	Lahore	Karachi	Peshawar	Quetta	Muzaffarabad	Faisalabad
Tick the relevant							

**Educational Qualification:-**

Degree	Passing year	School /Board	Division /Grade

**Experience**

Organization / Department	Designation	Grade	Govt./Private /	From	To	Total years

<b>Civil Defence Courses (if any):</b>	

<b>Postal Address</b>	

<b>Contact No. :</b>	Mobile	Office	Res.
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Declaration: I certify that the statement made by me in this application is true, complete and correct to the best of my knowledge and belief.	
Date _____	Signature _____