

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 29th April 2021

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	<u>Assistant (BS-15)</u> Civil Defence Training School, Karachi	03	Merit 1 Punjab 1 Sindh(R) 1	<u>Age 18 – 28 Years</u> ○ Graduate ○ The selected candidate shall have to undertake 6 weeks Basic IT Training Course (including M.S Office conducted by NITB)
2	<u>Junior Instructor (BS-14)</u> Dte. Gen. Civil Defence, Islamabad Civil Defence Academy, 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	14	Merit 3 Punjab 6 Sindh@ 2 FATA 2 AJK 1	<u>Age 18 – 25 Years</u> Essential: ○ Graduate 2 nd 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
3	<u>Stenotypist (BS-14)</u> Dte. Gen. Civil Defence, Islamabad National Institute of Fire Tech. Ibd Civil Defence Training School, Quetta Civil Defence Training School, Muzaffarabad AJ&K	04	Merit 1 KP 1 Baluchistan 1 AJ&K 1	<u>Age 18 – 25 Years</u> ○ Intermediate ○ Minimum speed of 80 / 40 w.p.m in Shorthand / Typing respectively. ○ Must be computer literate
4	<u>LDC (BS-9)</u> Civil Defence Training School, Lahore Civil Defence Training School, Muzaffarabad AJ&K	02	Merit 1 AJ&K 1	<u>Age 18 – 25 Years</u> ○ 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).
5	<u>Cinema Operator (BS-7)</u> Dte. Gen. Civil Defence, Islamabad	01	Merit	<u>Age 18 –25 Years</u> ○ <u>Matric</u> ○ <u>Diploma in Electrician & Plumber</u>
6	<u>Drill Instructor (BS-7)</u> Civil Defence Training School, Lahore	01	Punjab	<u>Age 25 – 35 Years</u> ○ JCO / NCO, Qualified Drill Instructor with 5 years experience will be preferred.

7	Bomb Disposal Technician (BS-6) Bomb Disposal Unit, Lahore	03	Merit 1 KP 1 Sindh® 1	Age 18 – 25 Years ○ Educational Matric ○ Experience Bomb Disposal Course from Military College of Engineering Risalpur / Bomb Disposal Unit, Lahore
8	Driver (BS-4) 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	13	Local Basis	Age 18 –30 Years ○ Primary Pass ○ Valid LTV driving license and well versed of traffic rules.
9	Dispatch Rider (BS-4) Civil Defence Training School, Faisalabad	01	Local Basis	Age 18 –30 Years ○ Primary Pass ○ Valid driving license and well versed with traffic rules.
10	Duplicating Machine Operator(BS-4) Civil Defence Training School, Peshawar	01	Local Basis	Age 18 –25 Years ○ Primacy Pass ○ Knowledge of operating of duplicating machine essential
11	Fire Crew (BS-3) National Institute of Fire Technology, Islamabad	01	Local Basis	Age 18 –25 Years ○ Matric. ○ Preference will be given to the candidates who qualified in Civil Defence / Fire Courses ○ Knowledge of Computer will be preferred.
12	Demonstrator (BS-3) Civil Defence Training School, Lahore	01	Local Basis	Age 18 –25 Years ○ Matric. ○ Preference will be given to the candidates who qualified in Civil Defence / Fire Courses ○ Knowledge of Computer will be preferred.
13	Naib Qasid (BS-1) 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	15	Local Basis	Age 18 –25 Years ○ Primary pass
14	Chowkidar (BS-1) Dte General Civil Defence , Islamabad National Institute of Fire Technology, lbd 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,, Peshawar Civil Defence Training School, Faisalabad	15	Local Basis	Age 18 –25 Years ○ Primary pass
15	Mali (BS-1) Civil Defence Academy, Lahore Bomb Disposal Unit, Lahore Civil Defence Training School, Lahore Civil Defence Training School, Karachi	04	Local Basis	Age 18 –25 Years ○ Primary pass ○ Having experience in Gardening
16	Frash (BS-1) Civil Defence Training School, Lahore Civil Defence Training School, Quetta	02	Local Basis	Age 18 –25 Years ○ Primary pass

17	Cook (BS-1) Civil Defence Training School, Peshawar Civil Defence Training School, Faisalabad	02	Local Basis	Age 18 – 25 Years ○ Primary pass ○ Experience in cooking of Pakistani dishes
18	Sweeper (BS-1) Civil Defence Academy, Lahore Civil Defence Training School, Lahore Civil Defence Training School, Peshawar	03	Local Basis	Age 18 – 25 Years ○ Primary pass ○ Experience in the relevant field

Note:

- i. All Recruitment will be made as per Establishment Division Recruitment Policy guidelines dated 22-10-2014 as amended on 21-09-2017 & 04-03-2019.
- ii. All the candidates shall be allowed 05years general age relaxation as admissible under the Government rules. Released / Retired Army personnel of the Armed Forces of Pakistan (10 years or number of years actually served in Armed Forces, whichever is less.
- iii. Candidates who have already applied in response to our previous advertisement dated 25-10-2020 do not need to apply a fresh. However they may also apply on line if so desire.
- iv. Candidates may apply online through Directorate General Civil Defence website www.civildefence.gov.pk within 15 days of publication of this advertisement.
- v. Hard copies of online application or copies of testimonials are not required to be forwarded to Directorate General Civil Defence, Islamabad. The hardcopy generated through the system should be preserved by the applicant for their own record purpose.
- vi. 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.

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