

## SITUATION VACANT

Applications are invited for the following posts in the Federal Civil Defence Training School Abbottabad (under the auspicious of the Directorate General Civil Defence, Islamabad) 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	Superintendent (BS-14)	01	Merit	<b>Age 18 - 25 Years</b> <ul style="list-style-type: none"> <li>Graduate</li> <li>Preference will be given to the candidates having knowledge of service rules / regulations</li> </ul>
2	Junior Instructor (BS-14)	04	Merit Punjab Sindh®	<b>Age 18 – 25 Years</b> Essential: <ul style="list-style-type: none"> <li>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).</li> </ul> Desirable: <ul style="list-style-type: none"> <li>Civil Defence General Instructors Course (CDGI)</li> <li>Station Fire Officers Course</li> </ul>
3	Computer Operator (BS-14)	01	Merit	<b>Age 18 – 25 Years</b> <ul style="list-style-type: none"> <li>Bachelor of Computer Science (BCS) OR</li> <li>B.A / BSC / B.Com with one year PGD in Computer Science from recognized institution / organization.</li> <li>Preference will be given to candidates having experience of Computer work.</li> </ul>
4	Stenotypist (BS-14)	01	Merit	<b>Age 18 – 25 Years</b> <ul style="list-style-type: none"> <li>Intermediate</li> <li>Minimum speed of 80 / 40 w.p.m in Shorthand / Typing respectively.</li> <li>Must be computer literate</li> </ul>
5	UDC (BS-11)	01	Merit	<b>Age 18 – 30 Years</b> <ul style="list-style-type: none"> <li>F.A</li> <li>Knowledge of Computer will be preferred.</li> <li>The selected candidate shall have to undertake 3 weeks Basic IT Training Course (including M.S Office conducted by NITB).</li> </ul>
6	Section Leader (BS-9)	01	Merit	<b>Age 18 – 30 Years</b> <ol style="list-style-type: none"> <li><b>Educational:</b> F.A</li> <li><b>Experience:</b> <ul style="list-style-type: none"> <li>Bomb Disposal Course from Military College of Engineering, Risalpur</li> <li>Practical experience in handling Bomb Disposal equipment and explosive in Engineering Armament Branch.</li> </ul> </li> </ol>
7	LDC (BS-9)	02	Merit Sindh ®	<b>Age 18 – 25 Years</b> <ul style="list-style-type: none"> <li>Matric</li> <li>Minimum typing speed of 30 wpm</li> <li>The selected candidate shall have to undertake 3 weeks Basic IT Training Course (including M.S Office conducted by NITB).</li> </ul>
8	LDC / Demonstrator (male/female) (BS-9)	02	Punjab KP	<b>Age 18 – 25 Years</b> <ul style="list-style-type: none"> <li>Matric</li> <li>Minimum typing speed of 30 wpm</li> <li>The selected candidate shall have to undertake 3 weeks Basic IT Training Course (including M.S Office conducted by NITB).</li> </ul>
9	Drill Instructor (BS-7)	01	Merit	<b>Age 25 – 35 Years</b> <ul style="list-style-type: none"> <li>JCO / NCO, Qualified Drill Instructor with 5 years experience will be preferred.</li> </ul>
10	Bomb Disposal Technician (BS-6)	02	Merit KP	<b>Age 18 – 25 Years</b> <ul style="list-style-type: none"> <li><b>Educational</b> Matric</li> <li><b>Experience</b> Bomb Disposal Course from Military College of Engineering Risalpur / Bomb Disposal Unit, Lahore</li> </ul>
11	Cinema Operator (BS-6)	01	Merit	<b>Age 18 – 25 Years</b> <ul style="list-style-type: none"> <li><b>Matric</b></li> <li><b>Must be capable of operating Multimedia projector</b></li> </ul>
12	Driver (BS-4)	02	KPK	<b>Age 18 – 30 Years</b> <ul style="list-style-type: none"> <li>Primary Pass</li> <li>Valid LTV driving license and well versed with traffic rules.</li> </ul>
13	Demonstrator (BS-3)	03	Merit KP	<b>Age 18 – 25 Years</b> <ul style="list-style-type: none"> <li>Matric.</li> <li>Preference will be given to the candidates having qualified C.D Fireman course.</li> </ul>
14	Naib Qasid (BS-1)	02	KPK	<b>Age 18 – 25 Years</b> <ul style="list-style-type: none"> <li>Primary pass</li> </ul>
15	Chowkidar (BS-1)	02	KPK	<b>Age 18 – 25 Years</b> <ul style="list-style-type: none"> <li>Primary pass</li> </ul>
16	Cook (BS-1)	01	KPK	<b>Age 18 – 25 Years</b> <ul style="list-style-type: none"> <li>Primary pass</li> <li>Experience in cooking Pakistani dishes</li> </ul>

### Terms and Conditions

- 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.
- All candidates shall be allowed 05years general age relaxation as admissible under the Government rules.
- The candidates who served in the of Federal Civil Defence Training School, Abbottabad (Project) for more than two years shall have upper age limit relaxation as admissible under 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.
- Eligible Candidates (both male/female) willing to apply for vacancies announced by Directorate General Civil Defence as mentioned above must apply through online on National Job Portal by searching / Browsing [www.njp.gov.pk](http://www.njp.gov.pk) within 15 days after publication of Advertisement.
- 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.
- Eligible candidates will be called for test / interview by sending call letters through E-mails.
- Department reserves right to increase/decrease No. of vacancies in circumstances.