

No.2(2)/2019/D-32 (Admin-III)  
**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF DEFENCE**  
**(DEFENCE DIVISION)**

**SITUATION VACANT**

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	Provincial/Regional Quota
1.	Computer Operator	15	01	Bachelor's degree in Computer Science / Information Technology or equivalent from a university recognized by HEC or Bachelor's degree in Mathematics / Statistics / Economics or equivalent with one-year Diploma in Computer Science from recognized institute. <b>Experience:</b> Two years' experience in Computer operations using software development in industry proven RDBMS (Client Server Environment) in Government Organizations or firm of repute in public or private sector. Professional experience will start after completion of minimum qualification / degree (s) required for this position.	18-28	Open Merit- 01
2.	Stenotypist	14	02	i. Intermediate ii. Minimum speed of 80/40 w.p.m in shorthand/ typing respectively. iii. Must be computer literate	18-25	Punjab (Minorities) -01 Gilgit Baltistan-01
3j	Driver	04	01	i. Primary ii. Valid Car driving license holder & well versed in the traffic rules.	18-30	Ordinarily be filled on local basis
4.	Naib Qasid	01	03	Primary	18-25	Ordinarily be filled on local basis
<b>Total: -</b>			<b>07</b>			

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2. Five (05) year general age relaxation will be allowed as per Government Policy.
3. Upper age limit further relax-able given that where a candidate is entitled to age relaxation under more than one category specified in paragraph-3, he / she shall be allowed relaxation in age only in one category as under: -

S. No.	Category of candidates	Age relaxation admissible
i.	a) Candidates belonging to schedule castes, Buddhist community recognized tribes of the Tribal Areas, Azad Kashmir and Northern Areas for all posts under the Federal Government. b) Candidates belonging to Sindh (R) and Balochistan for posts in BPS-15 and below under the Federal Government.	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, upto the age of 55 years.
iv.	Disabled persons.	10 years.
v.	Widow, son or daughter of a deceased civil servant who dies during service.	5 years.

4. Government servants should apply through proper channel.
5. Only short-listed candidates will be called for test/interview as per recruitment policy in vogue. No TA/DA will be admissible for this purpose.
6. The candidates shall provide original documents alongwith set of attested copies of the degrees / certificates by HEC / recognized Board / institute and any other document at the time of interview.
7. An applicant may apply for more than one post by submitting separate application for each post.
7. Application forms may be downloaded from Ministry of Defence's website i.e. [www.mod.gov.pk](http://www.mod.gov.pk)
8. Applications along with copy of CNIC and two (02) passport size photographs, on the prescribed application form shall reach to "Section Officer (D-32/Admin-III), Ministry of Defence (Defence Division), Pak Secretariat No. II, Rawalpindi" within 15 days from the publication of this advertisement in the newspaper. Incomplete applications, advanced copies and those received after due date will not be entertained.

(MUHAMMAD NAEEM MUNSIF)  
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