

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

**ADVERTISEMENT FOR VACANT POSTS**

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.	Stenotypist	14	02	i. Intermediate ii. Minimum speed of 80/40 w.p.m in shorthand typing respectively. iii. Must be computer literate	18-30 including 5 years general relaxation	Provinc (Merit) -01 Reserve (Minorities) -01
2.	LDC	09	03	i. Matric ii. Minimum typing speed of 30 w.p.m iii. The selected candidates shall have to undertake 03 weeks IT basic Training Course including MS Office conducted by the NITB within probation period.	18-30 including 5 years general relaxation	Provinc (Minorities) -01 Sindh-R (Merit) -01 NW (Merit) -01
3.	Driver	04	01	i. Primary ii. Valid driving license holder & well versed in the traffic rules.	18-35 including 5 years general relaxation	Provinc (Merit) -01 Reserve (Merit) -01
4.	Najib Qasid	01	04	Primary	18-30 including 5 years general relaxation	Provinc (Merit) -01 Reserve (Merit) -01
Total: -			12			

2. Upper age limit further relax-able as under :-

- Candidates belonging to schedule castes Buddhist community 3 - years.
- Released or Retired personnel of the Armed Forces of Pakistan (5 - years or the number of years actually served in the Armed Forces of Pakistan, whichever is less.
- Government servants and contract employees who have completed 2 years continuous Government service on the closing date for receipt of applications 10-years.
- Disabled persons- 10 years.
- Widow, son or daughter of a deceased civil servant who dies during service (upto 5 years)

Note: - 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.

- Government servants should apply through proper channel.
- No TA/DA will be admissible.
- The eligible candidates are advised to apply online through National Job Portal (NJP) link i.e. <http://njp.gov.pk>  
Candidates applying for more than one post should apply online separately for that post within 15 days from the publication of this advertisement in the newspaper.
- Application received in hard copy shall not be entertained.

(AFZAAL AHMED)  
SECTION OFFICER (D-32/ADMIN-III)  
MINISTRY OF DEFENCE (DEFENCE DIVISION)  
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