



No. F. 6(13)/2016-HR
Government of Pakistan
Ministry of Climate Change
National Disaster Management Authority
(Prime Minister's Office) Islamabad



DETAILS TO BE UPLOADED ON WEBSITE

National Disaster Management Authority (NDMA) intends to hire the services of suitable candidates, on Contract Basis for the following posts, to be based at NDMA's Headquarters, Islamabad: -

S#	Name of Post	BS	Vacancies/ Quota	Education Qualification	Experience	Age Limit
a.	Assistant Director (Male/ Female)	17	Punjab	Minimum 16 years of education having BS. Hons in Computer Sciences / Social Sciences or equivalent.	5 x years experience in public sector organization preferably in Disaster Management Organization.	Upto 40 Years
b.	Computer Operator (Male/ Female)	12	KPK	FA/FSC	2 x years experience in the relevant field. Certificate in MS Office with typing speed of 45 WPM.	Upto 30 Years
c.	Naib Qasid (Male/ Female)	01	Local	Middle Pass. Matric pass will be given preference.	Experience in Govt / Semi Govt organizations will be given preference	Upto 37 Years

2. Eligible candidates may submit their applications on prescribed application form available on NDMA website alongwith attested copies of CNIC, degrees/certificates and a latest photograph. The application must reach the undersigned within 15 days of publication of this advertisement. Applications received after due date will not be entertained. Name of the post, for which the application is made, should be clearly mentioned on the top right corner on envelop.

3. Terms and conditions of the above mentioned posts are as under:-

- a. Duty Station: Islamabad
- b. Pay & Allowances: As per Federal Government BPS
- c. Perquisites: - As per NDMA Rules

4. No TA/DA will be admissible for appearing in the test/interview.

Director (Administration)

Room # 228-B, NDMA, Prime Minister's Office, Islamabad.
Telephone: 051-9204429

Note:- In all cases the general instructions of Establishment Division contained in O.M No. F. 53/1/2008-SP, dated 22-10-2014 and Recruitment Policy of Establishment Division will be followed

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