



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



National Disaster Management Authority (NDMA) intends to hire 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 on Closing Date	
				Retired armed Forces / Civil Services Personnel	Others	Retired armed Forces / Civil Services Personnel	Others	Retired armed Forces / Civil Services Personnel	Others
1.	Assistant Director	BS-17	Punjab	---	<ul style="list-style-type: none"> • Masters in Disaster Management / Social Sciences / Environment. • B.E in any discipline. 	--	<ul style="list-style-type: none"> • 5 years relevant experience in a Govt / Semi Govt / UN Agencies / Development Sector will be preferred. 	--	35 Years
2.	Assistant Private Secretary	BS-16	Punjab	<ul style="list-style-type: none"> • Graduate • Typing / Shorthand speed of 50/100 w.p.m. • Persons having computer knowledge will be preferred. 	<ul style="list-style-type: none"> • Graduate. • Typing / Shorthand speed of 50/100 w.p.m. • Persons having computer knowledge will be preferred. 	<ul style="list-style-type: none"> • Retired NCO/JCO Clerk of Army/PN/PAF. • Minimum 20 year experience. 	<ul style="list-style-type: none"> • 3 years relevant experience. 	50 Years	35 Years
3.	Assistant	BS-14	Sindh (U)	<ul style="list-style-type: none"> • Graduate. • Computer skill in MS Office, Excel and Power Point preferred 	<ul style="list-style-type: none"> • Graduate. • Computer skill in MS Office, Excel and Power Point preferred 	<ul style="list-style-type: none"> • Retired NCO Clerk • More than 15 Years 	<ul style="list-style-type: none"> • 2 years relevant experience. 	45 Years	30 Years
4.	Driver	BS-04	Punjab 01 KPK 01	<ul style="list-style-type: none"> • Middle • Staff car driver course • Retired from Armed Forces or from Govt. will be preferred. 		<ul style="list-style-type: none"> • 5 years' experience. • Holder of Valid Driving License 		45 years	30 years
5.	Naib Qasid	BS-01	Islamabad/ Rawalpindi	<ul style="list-style-type: none"> • Primary Pass • Middle pass will be preferred 		<ul style="list-style-type: none"> • Primary Pass • Middle pass will be preferred 		45 years	30 years

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

2. Eligible candidates may submit their applications on prescribed application form available with AD (HR) and also on NDMA website alongwith attested copies of CNIC, degrees/certificates and a latest photograph. The short listed candidates will be required to present their original documents at the time of test/interview. 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 the appearing in the test/interview.

Hafiz Shakil Ahmed Qureshi
Director (Administration)

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

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ADVERTISEMENT

National Disaster Management Authority (NDMA) intends to hire services of suitable candidates on **Contract Basis** for the following posts for a period of **Two** years extendable for further Two years as under:-

Sr. No	Name of Post	GoP BPS	Vacancies	Quota for vacancy	Station of posting
1.	Assistant Director	BPS-17	1	Punjab	NDMA P.M's Office Premises Islamabad
2.	Assistant Private Secretary	BPS-16	1	Punjab	
3.	Assistant	BPS-14	1	Sindh (U)	
4.	Driver	BPS-04	2	1 x Punjab 1 x KPK	
5.	Naib Qasid	BPS-01	1	Islamabad/ Rawalpindi	

2. Eligible candidates may submit their applications on prescribed form along with CV, attested photo copies of CNIC and a latest photograph. The short listed candidates will be required to present their original documents duly attested by HEC at the time of Test / Interview. The applications 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. Detailed terms and conditions of the above mentioned posts are available on the NDMA website www.ndma.gov.pk

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

**Hafiz Shakil Ahmed Qureshi
Director (Administration)**

Room # 228-B, NDMA, Prime Minister's Office, Islamabad.
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