

**Government of Pakistan
Prime Minister's Office
National Disaster Management Authority

VACANCY ANNOUNCEMENT

National Disaster Management Authority (NDMA) seeks to hire the services of eligible candidates purely on contract basis on lump sum package for an initial period of 24 months further extendable on performance/ requirement basis. The posts will be filled on **open merit** as per detail given below:-

| Ser | Name of Post | Lump Sum Package Equivalent to PPS | No of Vacancies |
|--------------|---------------------|---|------------------------|
| a. | Stenographer | 5 | 1 |
| Total | | | 1 |

Instructions: -

Eligible candidates must send hard copy by post **PO Box No.3356, GPO, Islamabad** within 15 days of publication of this advertisement and also apply online through email diradmin@ndma.gov.pk The detailed job descriptions of the advertised posts are available on NDMA website <http://ndma.gov.pk/careers/>.

1. Name of the post, for which the application is submitted, should be clearly mentioned on the top right corner on envelope.
2. Only shortlisted candidates will be called for test / interview.
3. The shortlisted candidates will be required to present their original documents duly attested by HEC at the time of interview.
4. A lump-sum monthly package will be offered to the successful/selected candidate(s) depending on domain skills & relevant experience.
5. Applications received after due date will not be entertained.
6. The Management reserves the right to reject any or all applications without assigning any reason or cancel partial or whole recruitment process / advertisement at any stage.
7. No TA/DA will be admissible for appearing in the test / interview.
8. All selected candidates will be asked to serve for a period of 12 x months (minimum) as a departmental mandatory requirement.

NDMA is an Equal Opportunity Employer

**Director (Administration)
National Disaster Management Authority (NDMA)
Islamabad**

JOB DESCRIPTIONS / TERMS & CONDITIONS OF ADVERTISED POSTS

| Ser | Designation | No of posts | Qualification & Experience | Job Descriptions | Maximum Age Limit |
|---|--------------|-------------|--|--|------------------------|
| Stenographer (Equivalent to PPS-5) | | | | | |
| 1. | Stenographer | 01 | <ul style="list-style-type: none">• FA or equivalent qualification.• 04 Year of Relevant Professional Experience. | <ul style="list-style-type: none">• Managing schedules and appointments.• Handling correspondence (emails, calls, letters).• Organizing and maintaining files.• Maintaining accurate records of meetings.• Reviewing and proofreading transcriptions for accuracy.• Safeguarding sensitive and private information.• Ensuring secure handling of documents.• Excellent typing speed and accuracy.• Preparation of movement sanctioned, TA/DA.• Records / processing of all utility bills. | 25-30 Years |

Government of Pakistan
Prime Minister's Office
National Disaster Management Authority

PASTE PASSPORT SIZE
PHOTOGRAPH

APPLICATION FORM

Applied for the Post of: _____

Personal Information:

| | |
|---------------------------------|-----------------------|
| Name: _____ | Father's Name: _____ |
| Date of Birth: _____ | Age: _____ |
| Domicile: _____ | CNIC No: _____ |
| Contact No: _____ | E-mail address: _____ |
| Mailing Address: _____ _____ | |

Academic Qualification:

| Degree / Certificate | Specialization | Board / University | Passing Year |
|----------------------|----------------|--------------------|--------------|
| | | | |
| | | | |

Presently Working Organization (If any)

Details of Relevant Experience:

1. _____
2. _____
3. _____

Communications / Technical Skills

1. _____
2. _____

Updated CV is Attached

Signature of Applicant _____