

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

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**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:-

<b>Ser</b>	<b>Name of Post</b>	<b>Lump Sum Package Equivalent to Project Pay Scale</b>	<b>Number of Vacancies</b>
a.	Sub Engineer (B&R)	06	02
<b>Total</b>			<b>02</b>

**Instructions:** -

1. 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](mailto:diradmin@ndma.gov.pk) The detailed job descriptions of the advertised posts are available on NDMA website <http://ndma.gov.pk/careers/>.
2. Name of the post, for which the application is submitted, should be clearly mentioned on the top right corner on envelope.
3. Only shortlisted candidates will be called for test / interview.
4. The shortlisted candidates will be required to present their original documents duly attested by HEC at the time of interview.
5. A lump-sum monthly package will be offered to the successful/selected candidate(s) depending on domain skills & relevant experience.
6. Applications received after due date will not be entertained.
7. 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.
8. No TA/DA will be admissible for appearing in the test / interview.
9. 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
<b>Sub Engineer (Equivalent to PPS-6)</b>					
1.	Sub Engineer (B&R)	2	<ul style="list-style-type: none"> <li>• B. Tech (Civil Engg) with 5 years of relevant experience.</li> <li>• DAE (Civil Engg) with 7 years of experience in following:-               <ul style="list-style-type: none"> <li>• Site Operations</li> <li>• Cost Estimation</li> <li>• Store Management</li> <li>• CAD Drafting</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Assist Civil Engineer for day-to-day works at Site.</li> <li>• Plan task break down, proj implementation time coord with supervisor.</li> <li>• Conduct feasibility survey, detail survey of various projects.</li> <li>• Implement construction of site infrastructure as per design with quality assurance</li> <li>• Estimating take off quantities and materials required for projects.</li> <li>• Assist supervisor for construction related plan.</li> <li>• Assist the supervisor in planning, estimating and supervision of project infrastructure and facilities at site and prepare payment certificates thereof.</li> <li>• Monitor the contractor's plan with the project plan</li> <li>• Assist the supervisor to prepare progress reports.</li> <li>• Assist to check and verify contractor's payment if any.</li> <li>• Perform any other duties as assigned by officer Incharge.</li> <li>• Place of duty station is NDMA HQ, Islamabad.</li> </ul>	<b>25-35 Years</b>

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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 \_\_\_\_\_