

**GOVERNMENT OF PAKISTAN
MINISTRY OF ENERGY (PETROLEUM DIVISION)
DEPARTMENT OF EXPLOSIVES**

SITUATION VACANT

Applications are invited from (male/female) suitable candidates, who possess Degrees/Certificates duly recognized by the Higher Education Commission/Relevant Boards for appointment in the Department of Explosives, Head Office, Islamabad and its Regional Offices at Lahore, Peshawar, Quetta and Multan on regular basis.

Sl. No.	Name of Post (BPS)	No. of Posts	Qualification and Eligibility Criteria	Age Limit	(Region) Place of Posting (No. of Post)	Domicile/Quota
1	Assistant (BS-15)	1	i) Graduate ii) 06 Weeks Basic Training Course is mandatory (including MS Office) from NITB before completion of probation period.	18-28	Regional Office, Peshawar (1 -Posts)	KPK
3	Data Entry Operator (BS-14)	3	i) Second class or Grade "C" Bachelor's degree with Computer Science/Statistics/Mathematics/Physics from a University recognized by HEC. ii) Minimum speed of 10,000 key depression per hour for data entry / verification.	18-25	Head Office, Islamabad (3- Posts)	i) Merit - 1 ii) Punjab - 1 iii) Baluchistan - 1
4	Lower Division Clerk (BS-11)	2	Matriculation with typing speed 30 w.p.m. + 3 Weeks Basic Training Course is mandatory (including MS Office) from NITB before completion of probation period.	18-25	(a) Head Office, Islamabad (1 Post)	Sindh (R)
					(b) Regional Office, Lahore (1 Post)	Punjab
5	Technical Assistant (BS-08)	1	Matriculation	18-25	Regional Office, Quetta (1 Post)	Baluchistan
6	Driver (BS-04)	1	i) Primary ii) Valid driving license holder and well versed in the traffic rules.	18-30	Regional Office, Multan (1 Post)	Punjab
7	Naib Quasid (BS-01)	2	Primary	18-25	Head Office, Islamabad (1 Post)	Rawapindi/Islamabad (Local)
					Regional Office, Multan (1 Post)	Multan (Local)
8	Chowkidar (BS-01)	1	Primary	18-25	Regional Office, Lahore (1 Post)	Lahore (Local)

TERMS & CONDITIONS:

- 1 5 years General Relaxation of age in upper age limit will be admissible as per existing Government rules.
- 2 Age will be calculated with effect from the last date of submitting applications.
- 3 Eligibility of candidate will be determined on the basis of his/her academic qualification and age as given against each post.
- 4 A candidate can apply for more than one post by submitting separate application form for each post.
- 5 Candidates shall present his/her original documents alongwith set of attested copies of all the relevant documents at the time of interview. In case, any of the information furnished by the applicant, found fake or bogus, candidature of the particular candidate will stand cancelled and legal action shall be taken against the particular candidate.
- 6 Applicants already in Government service should submit his application through proper channel and produce NOC at time of interview
- 7 Incomplete applications as well as received after due date shall not be entertained.
- 8 No TA/DA will be admissible for the purpose of test/ interview.
- 9 Only shortlisted applicants will be called for test/ interview.
- 10 Mobile phone or any electronic devices including calculators, head phones etc, is not allowed in test center premises.
- 11 The appointing authority reserves the right to cancel/ postpone recruitment process at any stage.
- 12 Last date of submission of Application Form and online apply through National Job Portal is 15 days from the date of publication of this advertisement.
- 13 The applicant will apply through National Job portal njp.gov.pk
- 14 The applicant should submit below proforma (only proforma no educational documents) with clear hand-writing to the following address:

(MALIK MAZHAR MUHAMMAD)
Accounts Officer
Basement, Local Govt. Complex,
Sector G-5/2, Islamabad
Tel: (051)9245567

APPLICATION FORM

POST APPLIED FOR		SERIAL NO OF POST		PHOTO
		REGION/ PLACE OF POSTING		
TEST CENTRE <i>(Mark One Only)</i>		SIGNATURE OF APPLICANT		
Islamabad				
Lahore				
Karachi				
Peshawar				
Quetta				
Multan				
NAME				
FATHER/HUSBAND NAME				
ADDRESS (IN BLOCK LETTERS)				
DATE OF BIRTH				
EDUCATION				
DOMICILE		CNIC NO.		
		CELL NO.		