



**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 Board for appointment in the Department of Explosives, Head Office, Islamabad and its Regional Offices at Lahore, Karachi, Peshawar, Quetta and Multan on regular basis.

Sl. No.	Name of Post (BS)	No. of Posts	Qualification and Eligibility Criteria	Age Limit	(Region) Place of Posting (No. of Post)	Domicile/Quota
1	Assistant (BS-15)	4	i) Graduate ii) 06 Weeks Basic Training Course is mandatory (including MS Office) from NITB before completion of probation period.	18-28	(a) Islamabad (2 Posts)	i) KPK - 1 ii) Sindh (R) - 1
					(b) Karachi (2 Posts)	i) Sindh (U) - 1 ii) Sindh (R) - 1
2	Steno Typist (BS-14)	2	i) Intermediate ii) Minimum speed of 80/40 w.p.m in Short-hand/Typing respectively. iii) Must be computer literate	18-25	(a) Islamabad (1 Post)	KPK
					(b) Lahore (1 Post)	Punjab
3	Data Entry Operator (BS-14)	12	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.	18-28	(a) Islamabad (6 Posts)	i) Punjab - 3 ii) Sindh (R) - 1 iii) Sindh (U) - 1 iv) KPK - 1
					(b) Lahore (1 Post)	Punjab
					(c) Karachi (2 Posts)	i) Sindh (R) - 1 ii) Sindh (U) - 1
					(d) Peshawar (1 Post)	KPK
					(e) Quetta (1 Post)	Balochistan
					(f) Multan (1 Post)	Multan, Dera Ghazi Khan and Bhawalpur Division.
4	Lower Division Clerk (BS-09)	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) Islamabad (1 Post)	Punjab
					(b) Karachi (1 Post)	Sindh (R)
5	Clerk Incharge (BS-09)	1	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	Lahore (1 Post)	Punjab
6	Driver (BS-04)	1	i) Primary ii) Valid driving license holder and well versed in the traffic rules.	18-30	Quetta (1 Post)	Balochistan
7	Lab. Attendant (BS-03)	1	Matriculation with Science	18-25	Islamabad (1 Post)	Punjab
8	Daftry (BS-02)	1	Primary	18-25	Karachi (1 Post)	Karachi
9	Naib Qasid (BS-01)	1	Primary	18-25	Islamabad (1 Post)	Rawalpindi/Islamabad

**TERMS & CONDITIONS:**

- Applications on the prescribed "application form", clearly mentioning the name of post, serial number and region applied with photograph affixed at the space given, should reach in the office of the undersigned during office hours within fifteen (15) days of the publication of this advertisement.
- 5 years general age relaxation will be admissible as per existing government rules and the age will be calculated with effect from the last date of submission of applications.
- Eligibility of the candidate will be determined strictly in accordance to his academic qualifications as given each post.
- A candidate can apply for more than one post by submitting separate application for each post(s).
- A candidate can apply for more than one post by submitting separate application for each post(s).
- Candidate will 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, found fake or bogus, candidature of the particular candidate will stand cancelled and legal action shall be taken against him.
- Applicants already in government service may apply through proper channel and should produce an NOC at the time of interview.
- Incomplete applications as well as received after due date shall not be entertained.
- No TADA will be admissible for the purpose of test/interview.
- Only eligible/shortlisted candidates will be called and mobile phone or any other device is not allowed during test/interview.
- The competent authority reserves the right to cancel/postpone recruitment process at any time.
- The below application proforma can also be downloaded from the website of this Department [www.doe.gov.pk](http://www.doe.gov.pk).

**MUHAMMAD HASHIM RAZA**  
Administrative Officer

Basement, Local Govt. Complex Sector G-5/2, Islamabad. Tel: (051)9245566

**APPLICATION FORM**

POST APPLIED FOR	SERIAL No.		PHOTO
	REGION		
TEST CENTRE (Mark One Only)			Signature of Applicant
Islamabad			
Lahore			
Karachi			
Peshawar			
Quetta			
NAME & ADDRESS (IN BLOCK LETTERS)			
FATHERS NAME			
DATE OF BIRTH			
EDUCATION			
DOMICILE	CNIC NO.		
	CELL NO.		

PID/001/21